



**AIR MOBILITY COMMAND
Supplement 1**

15 January 1996

Flying Operations

**AIRCREW STANDARDIZATION/EVALUATION
PROGRAM ORGANIZATION AND
ADMINISTRATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This is AFI 11-408, AMC Supplement 1; "(AMC)" and information will be in italics. This instruction implements AFPD 11-2, Flight Rules and Procedures, and AFPD 11-4, Aviation Service. It establishes the Aircrew Standardization/Evaluation (Stan/Eval) Program that supports Air Force objectives and is applicable to all units assigned to or gained by MAJCOMs and applies to commanders, operations supervisors, and aircrews assigned or attached to all flying activities of these commands. MAJCOMs may supplement this instruction. Units may supplement this instruction using the outline at Chapter 7. Send a copy of all published supplements and chapters to the respective MAJCOM OPR. This instruction incorporates portions of AFI 11-401, chapters 5 and 6, and MAJCOM Aircrew Standardization and Evaluation directives. When guidance in this AFI duplicates information in AFI 11-401 *and AMC Supplement 1* if appropriate, this instruction takes precedence. Contact HQ ACC/DOTV *and HQ AMC/DOTV*, if appropriate, who will resolve conflicts. Submit suggested improvements to this instruction on AF Form 847, Recommendation for Change of Publication, through stan/eval channels, to the parent MAJCOM (ANGRC/AFRES) OPRs. Request waivers from the parent MAJCOM OPRs through appropriate channels. This instruction replaces MCR 60-2, Volume 1, 1 Dec 93; AETCR 60-2, 1 Jul 93; AFMCR 60-1, 1 Jul 92; 54 OG-OI 60-2, 1 Apr 93; AFSOCR 60-1, 1 Apr 93; AMCR 60-1, 1 May 94. Attachment 1 is a glossary of terms. The Privacy Act of 1974 affects this instruction. The Privacy Act System Number F060 AF A, Air Force Operations Resource Management Systems (AFORMS) covers required information. The authority for maintenance of the system is 37 U.S.C. 301a, Public Law 92-204, Section 715, Public Laws 93-570 and 93-294. *This supplement applies to AMC-gained Air National Guard (ANG) and US Air Force Reserve (USAFR) units.*

1. Objective . The Aircrew Standardization and Evaluation Program is the commander's tool to validate mission readiness and the effectiveness of unit flying, to include documentation of individual aircrew member qualifications and capabilities. Specific program objectives are to:

- 1.1. Develop and ensure standardization of operational procedures for weapon system employment.
- 1.2. Ensure compliance with appropriate operational, training, and administrative directives.
- 1.3. Evaluate and revise operational directives, procedures, and techniques as required.
- 1.4. Provide a system to assess individual aircrew proficiency and capability to accomplish assigned flying duties.
- 1.5. Recognize trends and recommend/initiate changes to training programs and directives.
- 1.6. *(ADDED)(AMC) Recommended Changes and Waivers. Send proposed changes on AF Form 847, according to AFI 11-215, AMC Supplement 1. Send waiver requests through DOV channels to HQ AMC/DOTV (or HQ AMC/SGX for aeromedical issues). For ARC units, send waiver requests through ARC channels to NGB/XOO or HQ AFRES/DO, as appropriate, for follow-on coordination with HQ AMC/DOTV. Approved waivers are issued for a maximum of 1 year from the effective date. File a copy of approved waivers with this instruction and send "info copy" to gaining NAF/DOV. Policy items not coordinated with NGB/XO or HQ AFRES/DO are not applicable to them.*
- 1.7. *(ADDED)(AMC) AMC and AMC-gained units possessing aircraft for which AMC is not designated lead-command or MCOPR (table 2.1), will follow evaluation criteria in their lead-command (MCOPR) supplement. Incomplete guidance or unit specific guidance should follow the intent of the AMC supplement to the maximum extent possible.*

2. Higher Headquarters Stan/Eval Program :

2.1. HQ USAF/XOO:

- 2.1.1. Sets policy and guides the conduct and execution of the aircrew standardization and evaluation program.
- 2.1.2. Delegates the OPR for AFI 11-408 (in coordination with appropriate MAJCOMs).
- 2.1.3. Delegates approval authority for each specific aircraft weapons system instruction to the major command OPR (MCOPR)/DO (see table 2.1).
- 2.1.4. Forwards a camera-ready master of this instruction to SAF/AAIP for printing and distribution.
- 2.1.5. Reviews and maintains this instruction.
- 2.1.6. Monitors and reviews MAJCOM programs ensuring MAJCOM policies, guidance and instruction supplement are adequate.

2.2. MAJCOMs :

- 2.2.1. Commanders make the Director of Operations or equivalent position, responsible for the overall management of the command's standardization and evaluation program. Stateside MAJCOM stan/eval staffs are limited to an administrative role (i.e. non-flying and non-evaluating). Flying and evaluations roles are done at lower echelons of command. Overseas command stan/eval responsibilities may include active flying and evaluation roles. The MAJCOM stan/eval will accomplish the following:
 - 2.2.1. *(AMC) Aircrew Standardization Section (DOTV) is designated by the Director of Operations (HQ AMC/DO) through the Directorate of Operations and Training (HQ AMC/DO) for the overall management of AMC's standardization and evaluation program. HQ AMC/SGX fulfills the stan/eval role assigned to HQ AMC/DO (for Aeromedical Evacuation units only).*

2.2.2. Supplement, if necessary, AFI 11-408, to clarify policies and procedures, consistent with the USAF Standardization and Evaluation Program and unique mission requirements. Additional forms may be specified in MAJCOM supplements to this instruction, if necessary. Forward one copy of supplements to HQ USAF/XOO.

2.2.3. Base evaluations on approved HQ USAF and MAJCOM publications. NOTE: MCOPRs according to table 2.1, will determine minimum aircrew evaluation requirements.

2.2.3. (AMC) *Develop and publish Multicommand 5X series, AF Form 3862 (AECMs), or AMC Form 9XX series evaluation forms, based on appropriate Evaluation Standards Documents (ESD) from the master task lists. See paragraph 4.1., Command-to-Command Relationship.*

2.2.4. MAJCOM and/or MCOPR will convene conferences and working groups, as necessary, to review and improve command stan/eval policies and procedures.

2.2.5. MAJCOM and/or MCOPR will provide staff coordination to ensure aircrew training requirements are adequate to meet mission requirements.

2.2.5. (AMC) *Consolidate and analyze aircrew evaluation data for positive and negative trends in aircrew training and performance. Initiate action when required.*

2.2.6. Coordinate with Personnel Division ensuring MAJCOM and/or NAF stan/eval manning is sufficient to provide coverage of all MAJCOM weapon systems.

2.2.7. Develop command positions and represent the command on the following matters:

- · Flight Management
- · Flight Manual Program
- · General Flight Rules
- · Military Specification Review

2.2.8. Ensure compliance with the Flight Manual Program. NOTE: MCOPR will act as the final operational approval authority for applicable AF Form 847, unless delegated otherwise.

2.2.8. (AMC) *Use AFI 11-215, USAF Flight Manual Program (FMP), AMC Supplement 1.*

2.2.9. MCOPR will coordinate on operational procedures, evaluation criteria, and guidance in conjunction with other user-MAJCOMs operating like weapon systems.

2.2.9. (AMC) *Develop and publish AMCI/MCI 11-2XX series (Operations Procedure) directives and appropriate forms.*

2.2.10. MCOPR will manage and oversee MQFs, in conjunction with user-MAJCOMs unless otherwise delegated.

2.2.10. (AMC) *15AF and 21AF are designated OPR for aircraft specific MQFs. NAFs will coordinate with each other to build and maintain one common MQF for each crew position of each MDS. NAFs will provide copies of the MQF to user-MAJCOMs upon request.*

2.2.11. Evaluate aircraft mishaps and determine appropriate corrective actions in coordination with safety.

2.2.12. Review all unit supplements to operational procedures and flying guidance; making recommendations as necessary.

2.2.12. (AMC) *Act as final operational approving authority for computer flight planning, TOLD, NAVAIDs and weight and balance software; consolidate and publish a command summary of airfield restrictions and airfield suitability data; and develop and publish aircraft specific fuel planning pamphlets when not provided in aircraft technical orders.*

2.2.13. Review all applicable unit Stan/Eval board minutes.

2.2.13. (AMC) *Delegated to 15AF and 21AF.*

2.2.14. In the absence of a NAF stan/eval function, assume responsibilities listed in paragraph 2.3.

2.2.14.1. (AMC) *HQ AMC/DOT representatives fulfill NAF stan/eval flight examiner duties for the C-21 and C-9 aircraft in coordination with the appropriate NAF.*

2.2.14.2. (AMC) *Flight nurse (FN) and aeromedical evacuation technician (AET) flight examiners assigned to HQ AMC/SGX are considered MAJCOM and NAF stan/eval flight examiners, and will evaluate: Senior operations group and squadron stan/eval flight examiners, FNs who are unit commanders, and other FNs and AETs, as identified.*

2.2.15. Observe HHQ stan/eval visits when feasible.

2.2.16. Observe missions and provide feedback when feasible.

2.2.16. (AMC) *Flight Observation Program. At the direction of HQ AMC/DO or DOT, AMC/DOT personnel may observe AMC missions and provide feedback on the status and capability of the mobility system.*

2.2.17. Multiple Qualification . MAJCOMs may authorize qualification in more than one mission design series (MDS) aircraft for crewmembers only when such action is directed by command mission requirements and is economically justifiable. This authority cannot be delegated below MAJCOM level. Unless required for unit mission accomplishment, commanders must not permit crewmembers qualified in primary mission aircraft to maintain qualification in support aircraft.

2.2.17.1. (AMC) *An individual assigned to different aircraft within the same designed series is not considered multiple-qualified, e.g. pilot, engineer, loadmaster, and AECM flying C-5 A/B or pilot, navigator, boom operator flying KC-135R/T, etc. Pilots flying KC-135R and E models or C-9A/C and C-21 aircraft must have multiple qualification. See AFI 11-401 and the AMC supplement.*

2.2.17.2. *File multiple qualification authorization in the individual's FEF, tab 1.*

2.2.18. Manning . Manning will be no more than a section chief, plus one crewmember per MDS.

2.3. Numbered Air Forces (NAF) :

2.3.1. NAF stan/eval staff (MAJCOM stan/eval without NAF stan/eval) will maintain a tactical focus and perform the operational role in evaluating unit stan/eval within its chain of command. The NAF stan/eval function will:

2.3.1. (AMC) *NAF commanders are responsible for assessing the operational readiness and stan/eval programs of assigned and AMC-gained forces. The Aircrew Stan/Eval Branch (DOV) is organized under the NAF Director of Operations. NAF equivalent for AE units is HQ AMC/SGX.*

2.3.1.1. Execute the command's stan/eval program.

2.3.1.1.1. (AMC) *Conduct Aircrew Standardization/ Evaluation Visits (ASEV) to ensure standardization among units.*

2.3.1.1.1.1. *Evaluate any aircrew counterpart assigned within the NAF and NAF-gained ARC.*

2.3.1.1.2.2. *Conduct spot and line evaluations in conjunction with scheduled ASEV.*

2.3.1.1.2. (AMC) *Flight Observation and Evaluation Program.*

2.3.1.1.2.1. *NAF flight examiners are the primary observers assessing the mobility system. At the direction of NAF/CC, DO, or DOV, NAF personnel will observe AMC missions and provide feedback on the status and capability of the mobility system.*

2.3.1.1.2.2. *NAF flight examiners are the primary evaluators of aircrew performance in the mobility system. As directed by NAF/CC, DO, or DOV evaluators may conduct N/N evaluations of AMC, AMC-gained ARC and user-command aircrews under direct operational control of the TACC. Following NAF requirements apply:*

- *AFRES flying AMC missions—appropriate AFRES NAF/DO (4AF or 22AF) prior notification and coordination.*
- *ANG flying AMC missions—NGB/XO and unit commander coordination and approval is required.*
- *AETC flying AMC missions—19AF notification and unit commander concurrence.*
- *User-command—Appropriate MAJCOM/DO or as specified.*

NOTE:

NAF flight examiners may comply with no-notice requirements by "blanket" notification message with appropriate, prior coordination, and approval. NAF notification message should specify time, exercise, deployments, etc., for duration of the evaluation window.

2.3.1.2. Supervise evaluation functions at lower echelons and in gained units.

2.3.1.3. Conduct periodic reviews to make sure the goals of the aircrew evaluation programs are reached.

2.3.1.4. Coordinate on applicable AF Form 847s.

2.3.1.5. Review and endorse recommended changes to appropriate publications.

2.3.1.6. Provide qualified flight examiners to augment other MAJCOM and NAF agencies when requested.

2.3.1.7. When practical, ensure NAF flight examiners administer required flight evaluations to Chiefs of Stan/Eval or senior stan/eval crews in assigned and gained units.

2.3.1.7. (AMC) *Pyramid Evaluation Program. NAF/DOV will implement a pyramid evaluation system. Units without aircrew representation at NAF/DOV do not receive NAF/DOV flight evaluations unless directed by NAF/CC or higher. Senior OG/OGV (including ARC) or equivalent will receive pyramid evaluations. NAF/CC/DOV may receive their evaluations from any appropriately qualified flight examiner. If there is no specific aircrew or aircraft representation at pyramid level, then the next higher level is responsible. The senior examiner for specific aircraft and mission receive evaluations from any appropriately qualified examiner when there is no qualified examiner in the pyramid above them.*

2.3.1.7.1. *Units may align stan/eval crewmember's qualification expiration dates to allow all crew positions eligible for their pyramid evaluations to complete the checkride at the same time. NAFs may use augmentees for this purpose.*

2.3.1.7.2. *NAFs may perform a staff assistance visit (SAV) in conjunction with pyramid evaluations when specifically requested by the unit.*

2.3.1.8. Review unit supplements to operational procedures and flying guidance; making recommendations, as necessary.

2.3.2. *(ADDED)(AMC) Each NAF stan/eval will create, maintain, and distribute a MQF for closed-book qualification examinations and review OG-generated aircrew open-book tests. 15AF/DOV and 21AF/DOV will coordinate test banks to minimize duplication and promote MQF standardization.*

2.3.3. *(ADDED)(AMC) NAF/DOVs will consolidate and analyze data for NAF specific aircrew trends. Provide a copy of trend information to HQ AMC/DOTV semiannually. For AE units, send data to HQ AMC/SGX. NOTE: This reporting requirement is exempt from licensing in accordance with paragraph 2.22.12 of AFI 37-124, The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.*

2.4. Manning . Typical staff includes a section chief and one aircrew member per crew position per MDS. Other aircrew positions are authorized by the NAF commander, as applicable.

2.5. Senior Evaluator Program . NAF/CCs and flying OG/CCs must maintain status as fully qualified flight examiners in their primary assigned aircraft. NAF/CCs and OG/CCs do not require instructor certification.

2.5. *(AMC) NAF/CCs will be flight examiners in NAF assigned aircraft to conduct SPOT or N/N evaluations. NAF/CCs will comply with the Senior Officer Qualification requirements of MCI 10-202, volume 1, paragraph 2.7. See multiple qualification requirements in AFI 11-401 and AMC Supplement 1, paragraph 5.8.2.*

2.6. Flight Examiner Management. HHQ flight examiners will be highly qualified and experienced instructors. Selection criteria will include experience in the applicable weapon system and in the stan/eval field.

2.6.1. *(ADDED)(AMC) All NAF crew positions will maintain mission ready status. Flight examiners will be qualified or certified in as many special missions as possible for which the NAF has a responsibility. Special missions include low altitude air refueling (LAAR), receiver air refueling (AR), avionics relocation program (ARP), special-operations low-level II (SOLL II), airdrop, and prime nuclear airlift force (PNAF).*

2.6.2. *(ADDED)(AMC) NAF flight examiners are not required to maintain special mission currency according to Multicommand Instructions (MCI) 10-202 and 11-2XX series. NAF examiner should, however, have initial qualification in the specific special mission and will participate as an examiner or observer on at least one special mission every 6 months.*

2.7. Stan/Eval Visits . HHQ flight examiners may periodically visit units possessing aircraft in which they maintain qualification.

2.7.1. HHQ stan/eval staff may periodically visit units on an informal basis to ensure the goals of the Aircrew Evaluation Program are reached. The purpose of these visits is to maintain aircraft currency; provide feedback to the units, and evaluate specific areas of interest as directed by MAJCOM/NAF commanders.

2.7.2. MAJCOMs will define the requirements of these visits in the appropriate supplement.

2.7.3. Visits to ANG/AFRES units will be coordinated with the ANGRC/DO or HQ AFRES as appropriate.

2.7.4. (ADDED)(AMC) Aircrew Stan/Eval Visit (ASEV):

2.7.4.1. Purpose . *The NAF ASEV teams validate unit stan/eval and training processes and ensure standardization among flying units. ASEV is a process-oriented administrative review of stan/eval and training programs, aircrew testing, and in-flight evaluation of instructors, flight examiners, and other selected crewmembers as determined by the NAF/CC. Evaluations will be administered by NAF flight examiners or designated augmentees qualified in the applicable aircraft and crew position (EXCEPTION: NAF/CC). NAF ASEV team may request augmentee support from NAF counterpart, units, or user-commands. HQ AMC/DOT personnel may augment or observe unit ASEV.*

2.7.4.2. *Units without aircrew representation at NAF/DOV will receive an administrative ASEV when directed by the NAF/CC.*

2.7.4.3. *ASEV Testing. NAF ASEV team will administer a closed-book style examination to all available personnel who are qualified to fly unsupervised in unit aircraft. Test individuals who are dual MDS aircraft qualified in only their primary aircraft. Do not use ASEV examinations to satisfy recurring closed-book testing requirements for flight evaluations.*

2.7.4.3.1. *ASEV tests will be derived from the MQF. AECM tests will be derived from the HQ AMC/SGX MQF.*

2.7.4.3.2. *ASEV test does not have a pass or fail criteria. Do not complete AF Form 8 as a result of the ASEV testing. The NAF ASEV team will send test scores to the unit commander (names attached). The final ASEV report will list the range of test scores and the average test score. No adjectival grade will be awarded.*

2.7.4.4. *Primary ASEV Flight Evaluations. NAF flight examiners will administer inflight evaluations to senior OG (or equivalent) stan/eval personnel for each of the unit's assigned mission or design aircraft. Do not extend the senior stan/eval crewmember's evaluation expiration date to allow NAF evaluation during the ASEV. If any senior stan/eval crewmembers are scheduled to change within 3 months following ASEV, administer evaluation to designated replacements. Pyramid evaluations received within 6 months before the start of an ASEV will count towards the ASEV inflight evaluation requirements.*

2.7.4.5. *KC-10 Unit ASEV Evaluations. NAF flight examiners will evaluate the senior stan/eval crewmembers in the applicable training device (if available). The evaluation will include all activity required for a Simulator or Boom Operator Trainer (SIM/BOT). In addition, a training flight crew will be administered a SIM/BOT evaluation. Credit SIM/BOT evaluation for one flight.*

2.7.4.6. *Secondary ASEV Flight Evaluations:*

2.7.4.6.1. *NAF flight examiners will administer flight evaluations to instructors (preferably performing instructor duties) or flight examiners (preferably performing flight examiner or instructor duties). Additionally, ASEV team may administer evaluations to any crewmember who is current and qualified to fly in unit aircraft and is on the flying schedule. Complete an AF Form 8 for all ASEV evaluations. The total number of evaluations will be at the discretion of the ASEV team chief. Give priority to senior OG stan/eval personnel.*

2.7.4.6.2. *Credit for NAF stan/eval evaluations will be given for off-station spot evaluations administered by NAF flight examiners on AMC-directed deployment, re-deployment, airlift, AR, and operational missions accomplished within 75 days before the start of the ASEV.*

2.7.5. (ADDED)(AMC) NAF ASEV Requirements:

2.7.5.1. *NAF ASEV teams will normally visit units, including associate reserve, approximately every 24 months (48 months for UE ARC units). Initial planning dates for ASEVs are published semiannually in AMC/IGs consolidated command's inspection target scheduling message. Official unit ASEV notification will be dispatched by the appropriate NAF message to the unit 90 days before scheduled visit. Notification message will include types of missions to be scheduled, ASEV team composition, transportation requirements, special interest areas, and other details of the visit. Direct unit scheduling conflicts to the appropriate NAF POC for resolution. ASEV scheduling conflicts, changes, and schedule alignments are normally made during the semi-annual scheduling conferences with representation from NAFs, AMC/DOT, NGB/XO, and AFRES/DO. Command inspections are coordinated with TACC.*

2.7.5.2. *Flight evaluations should represent a cross section of the unit's operational mission. Instructors may be asked to demonstrate maneuvers (MCI 10-202 and MCI 11-2XX restrictions apply) to help assess instructor ability. All crewmembers may be asked to accomplish specific tasks or maneuvers for their crew qualification to assess proficiency.*

2.7.5.3. *NAF ASEV teams will complete all AF Form 8s before departure. At the unit commanders' discretion, evaluations administered by NAF flight examiners during the ASEV may be credited toward recurring evaluation requirements. Complete remaining ground items within 2 months (for ARC second UTA, whichever is greater) but not later than the end of the eligibility period.*

2.7.5.4. *No unit ASEV grade is awarded. At the conclusion of the visit, the ASEV team will provide feedback (oral or written) to the unit commander and staff. In addition, written details of the ASEV will follow. The ASEV report will cover the following areas: observations (positive or negative), recommended action, and assistance rendered. Figure 2-1 identifies unit programs subject to review by the ASEV team and outlines a typical ASEV Report format.*

2.7.5.5. *ASEV Results. NAF/DOVs will send an information copy of all ASEV reports to all AMC and AMC-gained units, to HQ AMC/DOTV (RCS: AMC-DOV(AR) 9404, ASEV Report), and applicable ANG unit reports to NGB/XO or AFRES/DO/IG. ASEV reports including AE units will be sent to HQ AMC/SGX and HQ AFRES/SG/IG. AFRES/SGOA or ANGRC/SGXA will provide info copy to appropriate AE units.*

NOTE:

This report is designated emergency status code D. Immediately discontinue reporting data requirements during emergency conditions. Do not send by message during MINIMIZE.

2.8. Staff Assistance Visits (SAV) :

2.8.1. SAVs are performed to solve specific problems or exchange information. SAVs may cover any stan/eval related area the unit desires.

2.8.2. SAVs should not normally be conducted within 6 months of a formal stan/eval visit.

2.8.3. (ADDED)(AMC) NAF/DOV may conduct stan/eval assistance visits only when formally requested by a unit. SAV may include any stan/eval or training related area the unit requires. USAFR units will notify HQ AFRES/DO/IG of requested assistance visits.

2.8.4. (ADDED)(AMC) Reports generated by SAV will be informal (internal use only).

Figure 2.1. (ADDED)(AMC) ASEV Report.

XXAF ASEV Report

UNIT NUMBER

XXXXXXXX AFB

INCLUSIVE DATES

I. Team Chief's Overall Assessment:

II. Aircrew Performance:

	High	Low	Total Average	Percent Tested	Tested
A.. Aircrew Testing:	X%	X%	X%	XX	XX%
				Total	
	Q-1	Q-2	Q-3		Evaluations
B. Inflight Performance:	X	X	X	XX	

III. Stan/Eval Programs:

- A. Stan/Eval Board
- B. Review and Certification Board (R&C)
- C. Flight Evaluation Folders
- D. Trend Analysis
- E. No-Notice Program (Annual Unit Completion Rates--Goal/Actual)
- F. Manuals Control
- G. Flight Crew Information File (FCIF/FCB)
- H. Aircrew Testing Program

IV. Training Programs:

- A. Ground Training
- B. Qualification Training (Initial/Mission/Requal/Upgrade)
- C. Continuation Training
- D. Aircrew Training Systems and Training Devices
- E. Information Management & Training Administration

V. Special Interest Areas:

- A. Command Special Interest Areas
- B. NAF/CC Special Interest Areas

VI. Outstanding Issues (May Require Higher Headquarters Assistance)

VII. Special Recognition

Table 2.1. MCOPR.

MCOPR	Aircraft	MAJCOM Users
AMC	KC-135, KC-10, C-141, C-9, C-5, C-137, VC-25, C-135, C-12, C-17, C-20, C-21	ACC, ANG, AFMC, AFRES, PACAF, USAFE, AETC, AFSPC
ACC	F-4E, QF-4, U-2, EC\RC\WC\OC-135, E-3, A/OA-10, AT-38, E-8, C/EC-130, LC/WC/HC and H-model, B-52, B-1B, B-2, C-27, F-15, F-16, F-15E, RF-4, F-4G, E-4, F/EF-111, F-117, QF-106, MH/HH-60, E-9	PACAF, USAFE, AFMC, AFRES, ANG, AETC, AFSOC
AETC	T-37, T-38, T-3, T-1, T-43	USAFE, ACC, AFMC, USAFA
ANG	C-26, C-12J	
AFSPC	H-1	AFMC, AETC, PACAF, AMC, ACC
AFSOC	MC/AC/HC-130, MH-53	AFMC, AETC, AFRES, ACC
AFMC	C/EC/TC-18	ACC, AETC
USAFA	TG-7, UV-18B, T-41	

3. Unit and Squadron Stan/Eval Program :**3.1. Unit Commanders :**

- 3.1.1. Actively support the command stan/eval program and directives.
- 3.1.2. Establish a stan/eval function to perform the duties directed by this instruction.
- 3.1.3. Ensure aircrews have access to adequate materials for mission planning.
- 3.1.4. Provide a suitable stan/eval testing area.
- 3.1.4. *(AMC) OG/CC may consolidate unit aircrew testing facilities to simplify test administration (not applicable for noncollocated OG units).*
- 3.1.5. Attend as many evaluation critiques as practical.
- 3.1.6. Direct evaluations as required to maintain a quality force.
- 3.1.7. Direct supplementary evaluations as needed.
- 3.1.8. *(ADDED)(AMC) For noncollocated OG units with different MDS aircraft, the OG/CC will determine the basing location for each MDS/OG evaluator.*
- 3.1.9. *(ADDED)(AMC) Wing and OG/CCs receive their evaluations from any appropriately qualified flight examiner.*
- 3.1.10. *(ADDED)(AMC) OG/CCs do not require instructor certification to be a flight examiner.*

3.2. Unit Stan/Eval Organization :

3.2.1. The Chief of Stan/Eval will be a qualified and current flight examiner in a unit aircraft.

3.2.2. The Chief of Stan/Eval will report directly to, and be rated by, the OG/CC, unit commander for organizations not collocated with a parent wing/group or as designated in the MAJCOM supplement.

3.2.3. Manning. Unit manning will consist of a stan/eval chief and no more than one crewmember per crew position per MDS.

3.3. OGV Unit Programs :

3.3.1. Flight examiners at the operations group level will ensure standardization among squadrons and squadron assigned flight examiners. At this level, the emphasis is on standardization.

3.3.1.1. *(ADDED)(AMC) Flight examiners will be qualified in as many special mission qualifications as possible for which the OG has a mission responsibility. For special missions the OG/OGV does not maintain qualification, the Chief, OGV will select an examiner to perform pyramid evaluations.*

3.3.1.2. *(ADDED)(AMC) Flight Examiners qualified in special missions such as AR, ARP, SOLL II, etc., are flight examiners in those missions once upgrade is complete.*

3.3.2. OGV flight examiners may administer evaluations in all flying squadrons within their respective MDS to ensure standardization.

3.3.2. *(AMC) Unit OG/CC through OG/OGV will establish the unit's baseline N/N evaluation program that provides squadron-level program development--maximum flexibility.*

3.3.2.1. Senior flight examiners will normally administer evaluations to lower echelon flight examiners.

3.3.2.1. *(AMC) OG examiners will evaluate:*

3.3.2.1.1. *Senior flight examiners at the next lower level and may evaluate squadron and detachment crewmembers. OG/CCs or equivalent, may designate a secondary senior flight examiner to administer pyramid evaluations in the absence (DNIF, TDY, etc.) of the senior examiner.*

3.3.2.1.2. *Squadron commanders and operations officers.*

3.3.2.1.3. *Associate OG squadron commanders and operations officers when the associate OG does not have a stan/eval function.*

3.3.2.1.4 *Senior flight examiners assigned to reserve associate OG/OGV (squadron DOV where no associate OG/OGV exists) if NAF flight examiners are not available.*

3.3.2.1.5. *Subordinate detachment commanders and senior flight examiner counterparts.*

3.3.2.1.6. *KC-10 CCTS personnel receive pyramid flight evaluations from the OGV (AR evaluation only for Boom Operators).*

3.3.2.2. OGV flight examiners may administer SPOT evaluations in all unit aircraft.

3.3.2.2. *(AMC) OG flight examiners may administer spot evaluations within their respective MDS and crew position.*

3.3.2.3. Flight examiners will maintain MR status.

3.3.3. The OGV chief will:

3.3.3.1. Establish procedures for review and quality control of AF Forms 8, **Certification of Aircrew Qualification**.

3.3.3.2. Establish procedures for the Aircrew Examination Program according to chapter 5 of this instruction.

3.3.3.3. Design and maintain evaluation profiles for each MDS, crew position, and type of evaluation. These profiles must incorporate all appropriate requirements set in the applicable grading criteria and will reflect current tactics and unit tasking.

3.3.3.3. (AMC) *Base evaluation profiles on appropriate Multicommand 5X-series evaluation form requirements.*

3.3.3.4. Establish and maintain a trend program.

3.3.3.4.1. Scope may include, but is not limited to, trend analysis of all evaluations.

3.3.3.4.2. For units with more than one type of aircraft, combine discrepancies common to all aircraft/aircrews to determine trends (e.g. instrument procedures).

3.3.3.4.3. For FTUs/CCTs, maintain separate trend data for students and qualified/instructor aircrews.

3.3.3.4.4. When trends are noted, recommend corrective action and assign an OPR/OCR; report trends and status to the unit commander during the Stan/Eval Board (SEB) until closed. Units will publish and define their trends program in the unit supplement to this instruction and maintain trend data for at least one year.

3.3.3.4.4. (AMC) *Report trends to NAF quarterly in SEB minutes on an annual calendar cycle.*

3.3.3.5. Conduct Supplementary Evaluations as directed.

3.3.3.6. Conduct Stan Eval Board and publish minutes following MAJCOM guidelines (attachment 2).

3.3.3.6.1. (ADDED)(AMC) *The SEB summarizes the unit's stan eval program and provides a forum for the review and resolution of aircrew related issues. Any area or item of concern, no matter how identified, should be addressed by the board.*

3.3.3.6.2. (ADDED)(AMC) *Units will establish a SEB. The unit should include non co-located squadron and detachments in the board proceedings. Squadron and detachments not co-located with their OG may conduct their own board or provide representation to the unit's SEB. Board minutes from non co-located squadron and detachments SEBs should be forwarded to the unit for inclusion in the unit's SEB.*

3.3.3.6.3. (ADDED)(AMC) *The SEB should convene on a quarterly basis. As a minimum, ARC units will convene the SEB on a semi-annual basis.*

3.3.3.6.4. (ADDED)(AMC) *Unit commander chairs the SEB and determines its composition.*

3.3.3.6.5. (ADDED)(AMC) *Discuss items in attachment 2. Include written examination results and summaries of observed aircrew training programs in the SEB (attachment 2).*

3.3.3.6.6. (ADDED)(AMC) *Identify recommendations beyond the authority of the unit commander in the board minutes and send to respective NAF.*

3.3.3.6.7. (ADDED)(AMC) *The Chief, OGV/DOV is responsible for preparation of the agenda, notifying attendees, and preparing the SEB minutes. Units will maintain at least a 2-year (4-year UE ARC) history of SEB minutes. Send a copy to the appropriate NAF/DOV.*

NOTE:

This reporting requirement is exempt from licensing according to AFI 37-124, paragraph 2.11.12.

3.3.3.7. Establish and maintain quality control of the unit FCIF program.

3.3.3.8. Process AF Forms 847s.

3.3.3.8. (AMC) *Develop or recommend improve-ments for aircraft operation and aircrew procedures. Chief, OGV/DOV is final approval authority at unit level for AF Form 847s (see AFI 11-215, AMC Supplement 1).*

3.3.3.9. Publish a local supplement of unit/squadron procedures for the execution of the Flight Evaluation Program according to chapter 7 outline. As a minimum, these procedures will include **flight examiner/examinee responsibilities**.

3.3.3.10. (ADDED)(AMC) *Review hazard reports and aircraft mishap reports when released by safety.*

3.3.3.11. (ADDED)(AMC) *Pyramid evaluation program requirements. Send a list of senior flight examiners by crew position, qualifications (including special QUALs), and evaluation expiration dates to NAF/DOV (HQ AMC/SGX for AE units). Send an update when change in personnel or qualification occur. Pyramid evaluation waiver request; contact appropriate NAF/DOV no later than 30 days before evaluation expiration date.*

3.3.3.12. (ADDED)(AMC) *OG/OGV will maintain a record of all evaluations administered by assigned flight examiners. Record the following minimum information: date of evaluation, flight examiner's name and rank, examinee's name and rank, type of evaluation, and qualification level awarded. Each aircraft type will have a separate record. Maintain a 2-year history.*

3.4. ANG/AFRES Specific :

3.4.1. The AF advisor may be designated as a flight examiner.

3.4.2. AT/ART/AGR serving in a military position that does not require maintaining MR status, may perform duties as a flight examiner.

3.4.3. In addition to the Chief of Stan/Eval, additional flight examiner positions will be at the discretion of the unit commander.

3.4.4. (ADDED)(AMC) *For ARC units, one alternate flight examiner may be designated to administer flight evaluations in the absence of the senior flight examiner.*

3.4.5. (ADDED)(AMC) *Associate USAFR units establish an OG stan/eval division under the OG/CC or equivalent. The duties and responsibilities associated with active duty OG stan/eval apply except active duty stan/eval manage areas common to the active and associate wings, e.g. FCIF, FCB, and requisite exams.*

3.4.6. (ADDED)(AMC) *All AT/AGR and ARTs may be flight examiner qualified. ART personnel should occupy senior flight examiner positions. For all aircrew positions, when a non-technician fills a stan/eval UMD position, units should assign a technician in that crew position to the stan/eval division. In this case, the technician will assume the duties of the senior flight examiner for that crew position and may administer all evaluations.*

3.4.7. (ADDED)(AMC) *ARC OG flight examiners may evaluate aircrew counterparts in both their OG and host active duty OG.*

3.4.8. *(ADDED)(AMC) Chief, OGV/DOV, may be a technician or a USAFR force member, at the OG/CC's discretion.*

3.5. Squadron, Detachment, and Flight :

3.5.1. The backbone of the evaluation program is established by the squadron commander with the flight examiners embedded within the flying squadron.

3.5.1. *(AMC) Special mission qualifications for which the squadron has mission responsibility will be represented by a minimum of one flight examiner per applicable crew position. Squadron evaluators will be evaluated by the senior squadron evaluator or higher.*

3.5.2. Squadron evaluators will:

3.5.2.1. Conduct flight, ATD, and EP evaluations as required.

3.5.2.2. Conduct aircrew testing and flight publications checks.

3.5.2.3. Maintain Flight Evaluation Folders (FEF).

3.5.2.4. Manage a stan/eval trend program.

3.5.2.5. Review flight publications and report inadequacies in accordance with the Air Force Flight Manual Program.

3.5.2.6. Manage the FCIF and flight publications, ensuring all crewmembers have current information.

3.5.2.7. Ensure proper completion, routing, and filing of AF Forms 8.

3.5.2.8. Designate, if desired, a SELO to assist in stan/eval duties.

3.5.2.9. *(ADDED)(AMC) Maintain a record of all evaluations administered by assigned flight examiners. Record the following minimum information: Date of evaluation, flight examiner's name and rank, examinee's name and rank, type of evaluation, and qualification level. Each aircraft type will have a separate record. Maintain a two-year history.*

3.5.2.10. *(ADDED)(AMC) Manage the squadron N/N evaluation program.*

3.5.3. AFRES/ANG Specific. The squadron stan/eval programs may be combined with the OGV stan/eval programs.

3.5.3. *(AMC) USAFR/ANG Specific. Include collection and reporting of unit trend analysis data, aircrew member certification, flight publications control, initial endorsement of AF Form 847, review of hazard reports, mishap reports, etc.*

3.5.4. *(ADDED)(AMC) Conduct Review and Certification Boards.*

3.5.5. *(ADDED)(AMC) Aeromedical Evacuation Group or Squadron Aircrew Stan/Eval.*

3.5.5.1. *Organization. The aircrew stan/eval (SGS) branch is organized under the commander.*

3.5.5.2. *Manning and Flight Examiner Qualification.*

3.5.5.2.1. *Units where UMD authorizations exist, establish the following SGS positions as primary duty:*

3.5.5.2.1.1. *The senior-ranking FN assigned to stan/eval is the chief of the unit stan/eval branch and the senior FN examiner. The commander may designate another stan/eval FN examiner as assistant chief of SGS.*

3.5.5.2.1.2. *The senior-ranking AET assigned to stan/eval is the superintendent/NCOIC of the stan/eval section and is the senior AET flight examiner. The commander may designate another stan/eval AET examiner as assistant superintendent/NCOIC of SGS.*

3.5.5.2.2. *Units where UMD authorizations do not exist or are insufficient, establish stan/eval positions on a full-time additional duty basis.*

3.5.5.2.3. *Commanders determine if more flight examiners are needed. They may upgrade selected instructors to flight examiners as an additional duty. These individuals may be assigned to positions outside SGS. However, they will report to the chief of SGS while performing stan/eval related duties. Do not attach squadron examiners outside their squadrons. Only the OIC/NCOIC and their respective assistant will evaluate other flight examiners.*

3.5.6. (ADDED)(AMC) *Aeromedical Evacuation (AE) Flight Evaluation Authority and Responsibilities:*

3.5.6.1. *HQ AMC/SGX is the top of the pyramid evaluation system.*

3.5.6.2. *AE units undergoing aircraft conversion, cross-training on aircraft other than their own unit's assigned aircraft, or for students attending a formal, centralized qualification and /training program sponsored by HQ AMC/SGX, the unit commander will submit written request for pyramid waiver through appropriate channels, i.e. wing and group OGV to HQ AFRES/SGO and NGB/SGX as appropriate with information copies to HQ AMC/SGX.*

3.5.7. (ADDED)(AMC) *Review and Certification (R&C) Board:*

3.5.7.1. *R&C Board—General. Commanders will ensure aircrew members achieve and maintain only the highest standards and professional qualifications required to execute the mission.*

3.5.7.2. *R&C Board—Requirements. Squadron and detachment commanders will convene aircrew R&C Boards. Organizational differences may limit ARC units from full compliance with the requirements of this section. Follow the overall policy and intent and detail in chapter 7.*

3.5.7.2.1. *To certify crewmembers complete (after all training and required flight evaluations) for initial upgrade or re-qualification to aircraft commander, instructor, or flight examiner. Other crew members need not meet a R&C Board and are formally qualified by signature of final approving officer on the AF Forms 8.*

3.5.7.2.2. *Review adequacy of training at 1-and 2-month points of an aircrew member's re-qualification progress or when crewmembers fail to meet established standards and are placed in training status.*

3.5.7.2.3. *Evaluate all circumstances and possible administrative downgrade when it is suspected an individual should no longer serve in their current crew position due to sub-standard performance. Administrative downgrade procedures will be according to paragraphs 4.12. and 6.1.7.*

3.5.7.2.4. *To remove individuals from instructor status without prejudice when changes in duty position within the unit do not require/permit accomplishment of instructor duties. Document removal from instructor status by placing a memorandum in the FEF until the individual receives a recurring evaluation in the basic crew position. Remove the memorandum when new Form 8 is filed.*

3.5.7.2.5. *Units maintain a two-year history of all R&C board minutes.*

3.5.7.2.6. *Pilots initially qualifying to aircraft commander, or re-qualifying to aircraft commander due to non-currency more than 12 months, will be certified at home station before serving "in command" unsupervised.*

3.5.7.2.7. *Crewmembers other than pilots may perform primary crew duties (unsupervised) before return to home station for R&C board, if the initial or re-qualification evaluation is successfully completed and the flight examiner annotates one copy of the flight authorization with "initial or re-qualification complete, date, and signature" next to crew member's name. The flight examiner may then depart the crew. Normally, complete all administrative actions before flight in the new crew qualification.*

3.5.7.2.8. *R&C Board action is not required for; commanders and vice/deputy commanders at wing, group, and squadron level, NAF/CC, active duty advisors to ARC units, flight examiners assigned to HQ AMC/SGX, NAF, and OG/OGV, and individuals who are re-qualifying or upgrading to a position in which they were current and qualified during the previous 12 months.*

3.5.7.3. *R&C Board—Procedures:*

3.5.7.3.1. *Conduct R&C Board at the squadron or detachment level (ARC units may conduct R&C board at group or wing level). Wing and group review, certification, and interview procedures are at the discretion of the local commander. Squadrons and detachments not collocated with parent unit will conduct a separate R&C Board. Send information copies of complete AF Forms 8 and a brief summary of each individual's experience to the Chief, OGV/DOV for review.*

3.5.7.3.2. *R&C Boards—Composition. Commanders should preside at all R&C Board proceedings. Composition of R&C Board is at the discretion of the commander and should include representatives from training, safety, operations, and Stan/Eval).*

3.5.7.3.3. *The board president interviews aircrew members meeting the R&C Board for certification. Board members brief pertinent aspects of the unit's mission including special items of emphasis.*

NOTE:

Active duty units—Any wing or group review, certification, or interview process above the squadron or detachment is in addition to the squadron or detachment process. Forms 8 for personnel (receiving local training and evaluation) or memorandum of certification (if required) will be completed and signed (final approval block) by the squadron or detachment commander (board president).

3.5.7.4. *R&C Board Actions—Aircrew Member Fails to Meet Standards:*

3.5.7.4.1. *R&C Board actions for aircrew members who fail to meet established standards in their aircrew position and are placed in a training status are as follows:*

3.5.7.4.1.1. *If the aircrew member has not re-qualified within 1 month (or first UTA for ARC units, whichever is greater) after the disqualifying event, the squadron and detachment R&C board should convene to determine the adequacy of training and successful progress while completing re-qualification requirements.*

3.5.7.4.1.2. *For individuals not re-qualified within 2 months (or second UTA for ARC units), the Sq./Det should convene a second R&C board to determine appropriate action (e.g. recommend retraining/re-qualification, Flying Evaluation Board (FEB), airman reclassification, etc.). Any recommendation for additional training beyond the additional training due date must be approved by the individual's wing or group commander. For active duty aeromedical evacuation units, if the R&C board recommends additional training beyond the additional training due date, send a waiver request to wing or group OGV for approval with an info. copy to HQ AMC/SGX. For ARC AE units, send waiver request to WG or OG/CC for approval (info copy to AFRES/SGOA or ANGRC/SGXA, and HQ AMC/SGX).*

3.5.7.4.2. *Before initiating FEB or airman reclassification action, the SQ/CC will counsel the crew member recommended for removal from flying status.*

3.6. Flight Examiners :

3.6.1. Crewmembers selected for flight examiner duties will be selected from the most highly qualified and experienced instructors.

3.6.2. OG/CC or SQ/CC will designate all flight examiners in writing. This will be documented by AFORMS or a letter of certification and reported in SEB minutes (see attachment 2).

3.6.2.1. *(ADDED)(AMC) In addition to AFORMS documentation, complete a memorandum of certification. Include remarks indicating flight examiner certification or de-certification, as appropriate. Place the memorandum in the FEF, Section I behind the Form 942 and maintain as permanent record. May use endorsements to the memorandum of certification to show change of status while assigned in the same unit.*

3.6.2.2. *(ADDED)(AMC) The unit to which the NAF/CC is assigned for flying purposes will ensure proper documentation is accomplished reflecting the NAF/CC's status.*

3.6.3. If applicable, OG/CCs will be flight examiners in their primary assigned aircraft. They do not require instructor certification, nor are they required to maintain MR status.

3.6.4. The squadron commander selects squadron assigned flight examiners. Squadron flight examiners will not be attached outside the squadron.

3.6.5. Flight examiners will administer evaluations only within their aircrew specialty/weapon system (exception: SPOT Evaluation).

3.6.5. *(AMC) Flight examiners will only administer spot evaluations within their respective MDS and crew position unless directed by OG/CC.*

3.6.6. Flight examiners will only administer evaluations within their MAJCOM unless specifically requested and approved.

3.6.6. *(AMC) FTU/CCTS evaluators may evaluate AMC and AMC-gained aircrew members at formal schools or as augmentees to sponsored ASEVs.*

3.6.7. Squadron/detachment/flight examiners may give evaluations outside of their organization, but will not administer evaluations outside of their MAJCOM/unit unless specifically requested and approved.

3.6.7. *(AMC) Requires examinee's squadron commander's approval.*

3.7. Flight Examiner Responsibilities :

3.7.1. Conduct a thorough pre-mission brief and post-mission debriefing to the examinee and applicable flight/crewmembers on all aspects of the evaluation.

3.7.2. Immediately correct breaches of flying safety or flight discipline during an evaluation (this applies to all flight members or aircraft crewmembers). If this situation occurs, the flight examiner will also debrief an appropriate unit supervisor and if appropriate, document the deviation on AF Form 8.

3.7.2.1. *(ADDED)(AMC) The flight examiner normally does not assume the examinee's position for unsatisfactory performance. If warranted, the flight examiner may assume the duties of that crew member, if current and qualified. Advise the crew and assume full responsibility for the crew position for the rest of the mission leg. In the mobility system, NAF level evaluators will notify the mission execution*

authority immediately and coordinate follow-on action (replacement, if required). The evaluator should be prepared to continue follow-on missions if directed by the execution authority.

3.7.2.2. (ADDED)(AMC) In the examiner's judgment the examinee can continue safely (under supervision) the flight examiner should not assume the examinee's duties.

3.7.2.3. (ADDED)(AMC) Flight examiner performing inflight duties and not qualified and current for the crew position in which unsatisfactory performance is observed (non-specialty) will inform the aircraft commander immediately.

3.7.3. Immediately notify the examinee's squadron commander/operations officer and flight commander if available, whenever less than Qualification Level "Q-1" performance is observed.

3.7.3. (AMC) The flight examiner will consult with appropriate qualified personnel and, through the Chief, OGV/DOV, will complete a follow-on recommendation for appropriate action to the unit commander (e.g. immediate administrative downgrade, follow-on N/N evaluation, additional training, etc.). The unit commander will determine the final course-of-action.

4. Evaluations :

4.1. Evaluation Criteria Source . MCOPR, in coordination with other MAJCOM users, will establish and maintain instructor, instrument, qualification, and mission standardized evaluation criteria. The MCOPR designates areas or subareas, critical and non-critical, for successful completion of flight evaluations.

4.1.1. (ADDED)(AMC) Evaluation Criteria Source. Use Multicommand (MC) 5X-series Evaluation Forms, AF Form 3862 for AECMs, or AMC 9XX series for communication system operator or inflight passenger specialist. Sample is attachment 3 (consult the appropriate MAJCOM Index 9 and forms' publication bulletin for the latest version). The forms identify specific qualification requirements, tolerances, trend collection information, and applicable areas and sub-areas.

4.1.2. (ADDED)(AMC) Command-to-Command Stan/Eval Relationship. AMC, is lead-command for mobility aircraft (AFPD 10-9). Command-to-command or memorandum of agreement (MOA) establish the roles and responsibilities of the Lead-Command on stan eval programs. Each MAJCOM develops a stan/eval structure. AMC will provide user-commands a camera-ready reproduction and electronic file copies of this directive and appropriate multicommand 5X-series evaluation Forms, AF Form 3862 for AECMs or AMC 9XX series for communication system operator or inflight passenger specialist.

4.2. Unsatisfactory Performance . Unsatisfactory performance in any critical area or critical subarea will result in qualification level of "Q-3". Unsatisfactory performance in a non critical area or non-critical subarea does not necessarily result in a "Q-3" evaluation. HHQ or unit stan/eval will set procedures for determining required training and specifying due dates. Commanders will ensure required training is completed.

4.2. (AMC) Unsatisfactory Performance. Flight Examiners will determine the additional training requirements to correct unsatisfactory performance. See paragraph 4.9 for additional training due dates.

4.3. Flight Evaluations Requirements . To promote efficient use of flying resources, accomplish evaluations concurrently, whenever practical. Accomplish an EPE for every INSTM/QUAL and MSN evaluation. Crewmembers will complete the following evaluations as appropriate:

4.3. (AMC) Summary. *QUAL (qualification) and MSN (mission) requirements may be combined or consolidated as one "composite" evaluation to balance limited flying-hour resources with evaluation requirement and unit mission tasking. Do not use the term "composite" in the flight phase of AF Form 8.*

4.3.1. Instrument Evaluations. All pilots that fly under instrument flight rules will be instrument rated. To be instrument rated, Air Force pilots must successfully complete the instrument refresher course, an open-book written instrument examination, and an instrument flight evaluation.

4.3.1. (AMC) Pilot Instrument Evaluations. *Instrument evaluations will include all criteria on the appropriate MC 51 evaluation form under "Instrument." All initial and recurring qualification evaluations will include an instrument evaluation. IRC requirements may be met by current ATS instrument refresher courseware.*

4.3.1.1. A pilot's commander may revoke that pilot's instrument qualification if the pilot fails to maintain minimum instrument flying skills.

4.3.1.2. A pilot with a revoked or expired instrument rating, may fly as a pilot, only in a training program leading to requalification. Pilots in this situation must be in supervised status.

4.3.1.3. Navigators, with flight instruments at their station, must attend an instrument refresher course.

4.3.1.4. (ADDED)(AMC) *C-17 and KC-10 instrument evaluations may be accomplished in the simulator. For KC-10, evaluate circling approach and PAR approach in-flight, if available.*

4.3.1.5 (ADDED)(AMC) *Category II ILS:*

4.3.1.5.1. *Aircraft commanders accomplish category II ILS approaches and landings from the left seat (either seat for C-17). Pilots qualified in more than one category II ILS capable aircraft requires an evaluation in only one aircraft provided the approach guidance systems in each aircraft are comparable. If not, an evaluation in each aircraft is required. Initial copilot category II ILS approaches may be evaluated in the simulator if the visual system is used.*

4.3.1.5.2. *For aircraft commanders, initial qualification and instrument evaluations require demonstration of a missed approach and a landing (For C-141s, one must be manual). Recurring evaluations require one approach to either a missed approach or landing.*

4.3.1.6. (ADDED)(AMC) *Category III ILS (89AW only). Aircraft commanders accomplish category III approaches and landings from the left seat during qualification evaluations. Both initial and recurring qualification evaluations require an approach to a landing.*

4.3.1.7. (ADDED)(AMC) *Instructor or flight examiner pilots receiving recurring instrument evaluation may be evaluated in either seat, but are not required to be evaluated in both.*

4.3.1.8. (ADDED)(AMC) *If a PAR approach cannot be performed due to availability, verbally debrief the event.*

4.3.2. Qualification Evaluations .

4.3.2. (AMC) *Qualification Evaluations. Qualification evaluations will include all criteria listed on the appropriate MC 5X-series evaluation forms. The term "qualification" or "QUAL" includes initial and recurring evaluation requirements. AECMs use AF Form 3862.*

4.3.2.1. All crewmembers will complete a qualification evaluation.

4.3.2.1. (AMC) *Pilot Qualification Evaluations (See MC Form 51).* Pilots must successfully complete initial and (follow-on) recurring qualification written examinations (see chapter 5) and flight evaluations in each mission or design aircraft in which currency is maintained. For all initial and recurring qualification evaluations, evaluate first pilots and aircraft commanders on at least one instrument approach and landing in both left and right seats. All dual-seat qualified pilots should be evaluated in each seat. First pilot evaluations generally consist of a co-pilot evaluation performed from the left seat, with an appropriately higher knowledge and performance level.

4.3.2.1.1. *KC-135 Pilot Qualification Evaluations.* Conducted in conjunction with the qualification and instrument evaluations. Conduct AMC ARP qualification evaluations according to ARP CONOPS. For clarification of the MC Form 51, use the following :

- *Sub-area:*
 - 15 is 3-Engine Approach (P/IP only)
 - 16A, 40 or 50 Flap Landing
 - 16B, dual log with 16A
 - 16C, 30 Flap (IP only)
 - 16D, 3-Engine Landing (P/IP only)
 - 16E, Touch and Go (IP only)
 - 16F, Right Seat (include dual seat P and IP)
 - 17 4-Eng (CP) 3-Eng (P/IP) Missed Approach
 - 18 Engine Failure Takeoff Cont (P/IP only)
- Evaluate dual-seat qualified pilots while accomplishing a sampling of emergency procedures in each seat.
- Evaluate CP only while occupying right seat.

4.3.2.1.2. *C-17 Pilot Qualification Evaluation.* May be performed in the simulator. Instructor or flight examiner pilots receiving recurring qualification evaluations may be evaluated in either seat, but are not required to be evaluated in both.

4.3.2.1.3. *C-5 and C-141 Flight Engineers.* Will be qualified as first engineers (fully qualified) or second engineer (partially qualified). Second engineers are not MR. See appropriate volumes of MCIs 11-205 and 11-241 for limitations.

4.3.2.1.4. *C-17 Loadmaster Qualification:*

- *Initial—* minimum of two mission legs (one for C-17 loadmasters) are required; include a complete aircraft preflight, cargo loading, flight, offload, and postflight. C-17 loadmasters require an aircraft backing.
- *Recurring—* Perform complete preflight or through-flight, cargo onload, flight, and postflight. If the evaluation is on a passenger mission, it is permissible to evaluate onload of cargo in a static configuration.

4.3.2.1.5. *KC-10 Pilot Simulator (SIM) Evaluations.* Conducted in conjunction with the qualification and instrument evaluations (see MC Form 51). Complete a simulator evaluation using an aircrew training device (ATD), contractor developed scenario, or unit stan/eval approved and evaluator provided sce-

nario. Unit provided scenarios must be coordinated with the contractor a minimum of one day before the evaluation to ensure compatibility with ATD software. Use the following:

- Evaluate crewmembers in a random selection of abnormal and emergency procedures and Bold Face.
- Evaluate simulated emergency procedures in the simulator only.
- May evaluate items listed as ATD creditable training events (MCI 10-202, volume 3).
- Evaluate AC and above on 2-engine approach and missed approach.
- Evaluate all pilots in abort procedures and EFTOC.
- Evaluate dual-seat qualified pilots while accomplishing a sampling of emergency procedures in each seat.
- Evaluate CP only while occupying the right seat.

4.3.2.1.6. *KC-10 Pilot Receiver AR Evaluation.* Designated a mission evaluation, conduct receiver AR in conjunction with the qualification and instrument evaluations (see MC Form 51). Rendezvous or closure from a minimum of 1 NM is required. Demonstrate sustained contacts. Manual boom latching and over-run procedures may be evaluated verbally. Conduct a portion of the evaluation with tanker autopilot-off. Evaluate ACs in left seat. Evaluate instructors in either seat.

4.3.2.1.7. *KC-10 flight engineers will be qualified as first engineers (fully qualified) only.*

4.3.2.1.8. *KC-10 Flight Engineer Simulator (SIM) Evaluations.* Conducted in conjunction with the qualification evaluation. Complete a simulator evaluation using an ATD contractor-developed scenario or unit stan/eval approved and evaluator-provided scenario. Unit-provided scenarios must be coordinated with the contractor a minimum of one day before the evaluation to ensure compatibility with ATD software. Evaluate simulated emergency procedures in the simulator only. Crewmembers will be evaluated in a random selection of abnormal and emergency procedures and Bold Face. Items listed as ATD creditable training events (MCI 10-202, volume 3) may be evaluated.

4.3.2.1.9. *KC-10 Boom Operator Trainer (BOT) Evaluation.* Conducted in conjunction with the qualification evaluation. Complete a BOT evaluation using a contractor-developed, Air Force-approved mission scenario. Items listed as ATD creditable training events (MCI 10-202, volume 3) may be evaluated. TMO and breakaway will be evaluated inflight if not evaluated in BOT.

4.3.2.1.10. *Navigator Qualification Evaluations (See MC Form 50).* Navigators must successfully complete initial and (follow-on) recurring qualification written examinations (see chapter 5) and flight evaluations in each mission or design aircraft in which currency is maintained.

4.3.2.1.11. *C-5 and C-141 Navigator.* Conduct initial evaluations on a category I route if possible. May complete recurring qualification evaluations on any mission including a tactical airdrop (SOLL II for C-5) mission.

4.3.2.1.12. *KC-135 Navigator.* Demonstrate proficiency in navigation procedures and navigation media. Accomplish manual flight planning on initial qualification. Units will determine manual or computer-aided flight planning qualification requirements. For initial and recurring qualification, complete a mission nav leg (category I/overwater, if available) according to MCI 11-235, volume 11. Award credit if the navigation leg is successfully accomplished or if sufficient navigation procedures (radar, NAVAID, celestial) were demonstrated. Evaluate proficiency in rendezvous (point parallel or en route--should

alternate each cycle) and AR procedures. Units with a mission requiring qualification in both tanker and receiver rendezvous and AR procedures will be evaluated in both.

- *Cell Formation (if observed)—Evaluate station keeping, radar skin painting, air-to-air TACAN operations, beacon operation and Crew Resource Management (CRM).*
- *Low Altitude (LA) Certification—Navigators performing LA or LAAR operations complete certification according to paragraph 4.3.2.2.1.*

4.3.2.1.13. KC-135 Third Pilot (3P) Qualification Evaluations. Conduct AMC third pilot evaluations according to CONOPS.

4.3.2.1.14. C-25, C-135, and C-137 Navigator. Navigators maintaining QUAL in the C-135 and C-137 will complete initial QUAL in both aircraft. Complete initial QUAL on missions with at least two legs. These two legs will be over category I route (except C-25) where the navigator can demonstrate proficiency in AMC navigation procedures and navigation media. Conduct recurring qualification evaluations over a minimum of one category I route. Give initial grid evaluation and evaluate grid procedures on recurring evaluations when the appropriate MCI 10-202 volume specify grid currency requirements.

4.3.2.1.15. Flight Nurse and Aeromedical Evacuation (AE) Technician:

- *Conduct qualification evaluations on missions where examinees perform all assigned duties.*
- *Evaluations are normally taken on operational missions; however, in AE units not having operational missions or with limited operational missions, evaluations may be taken on aeromedical readiness missions (ARM).*
- *All initial qualifications and re-qualifications related to noncurrency in excess of 3 years will be accomplished in the MCD or CMT position.*
- *Recurring qualification evaluations may be completed in any crew position and in any weapons system in which qualification is being maintained. The recurring written qualification examinations must be completed for all aircraft in which qualification is maintained.*

4.3.2.1.16. Other Nonrated Crewmembers:

- *Inflight passenger specialists (IPSS), communications system operators (CSO), and aerial camera operators will complete an initial and recurring evaluation every 17 months (according to paragraph 4.4.1) in only one aircraft. Evaluate instructors in only one aircraft for which they are qualified.*
- *Aeromedical Crewmembers (FN and AET) will complete initial and recurring qualification evaluation in their primary assigned aircraft. Evaluate instructors in only one aircraft for which they are qualified. Base qualification or certification in additional aircraft according to CONOPS or appropriate directive. See documentation requirements in paragraph 4.3.2.2.1 and attachment 3.*

4.3.2.2. When required, conduct and document a difference evaluation in accordance with the appropriate evaluation criteria.

4.3.2.2.1. (ADDED)(AMC) Difference Qualification or Certification. Individuals qualifying in one series who are already qualified in another series of the same design aircraft, see the appropriate AMCI or MCI 10-202 volume XX-series directives for training requirements. Evaluations are required in only the different areas provided the individual is currently qualified in all other areas. If an inflight evaluation is not required (training and certification only), make an entry with date in the remarks section of the most recent QUAL AF Form 8 or Tab 1 in the individual's FEF (see attachment 2) to document completion of

the training or certification. This entry is followed by name, grade, crew qualification, organization, closed-book examination date, score (if applicable) and certification statement (signature) of the instructor completing the training. Do not make a Form 942 entry unless an evaluation was administered.

4.3.2.2.1.1. Difference evaluations for pilots qualifying in C/KC-135 aircraft equipped with different engines (i.e., fan versus non-fan) will consist of a closed-book examination and requirements in the "General," and "Qualification" (Receiver AR, if applicable) areas on the MC Form 51 or according to applicable MAJCOM approved CONOPS (e.g. ARP, etc.).

4.3.2.2.1.2. Navigator and boom operator difference evaluations for KC-135A/E/R require no flights, only a closed-book exam. Closed-book examinations are not required for upgrades from KC-135R to KC-135T.

4.3.2.2.2. (AMC) Multi-Series Difference Qualifications. One evaluation in the eligibility period will satisfy recurring qualification requirements in aircraft assigned. Closed- and open-book examinations (containing representative questions from respective flight manuals) and evaluator and evaluatee discussions on aircraft differences (i.e. performance, systems, and limitations) satisfy requirements of multi-series aircraft.

4.3.3. Mission Evaluations . Crewmembers will complete mission evaluations as required by MAJCOM. The mission evaluation should reflect the type and difficulty of tasks required in the performance of normal operational and training sorties.

4.3.3. (AMC) Mission Evaluations. Evaluations are not covered by qualification, instrument, and instructor category evaluations (see table 4.1). Credit a spot and N/N evaluations as mission evaluation if appropriate performance or evaluation area is observed. Conduct mission evaluations concurrent with or after initial qualification evaluations.

4.3.3.1. Prime Nuclear Airlift Force (PNAF) (Active Duty Pilots and Loadmasters Only):

4.3.3.1.1. Conduct initial evaluations on an actual or training nuclear airlift missions. This evaluation may satisfy initial courier or aircraft commander requirements (copilots for C-17).

4.3.3.1.2. Flight examiners (not nuclear qualified) may give spot evaluation or N/N evaluation on a nuclear mission provided they meet security clearance requirements of the mission. Escort flight examiners are not certified under the Personnel Reliability Program according to AMCR 55-18, volume I. Flight examiners who do not maintain PNAF currency will not fly on mission legs carrying nuclear cargo unless they obtain ACM approval.

4.3.3.2. C-5 Mission Evaluations:

*4.3.3.2.1. En Route (formerly OME). Aircraft commanders only—Initial and requal exceeding loss of qualification (unqualified) criteria (paragraph 4.11) only. Consist of at least two mission legs, an instrument approach, and a landing. At least one leg must be flown over a category I route with a different departure and arrival base. If qualified in more than one aircraft, only one en route mission evaluation is required. **EXCEPTION:** O-6 or higher incumbents of higher headquarters, wing, or group flying positions do not require en route mission evaluation unless flying in-command on missions.*

4.3.3.2.2. Pilot Receiver AR. Rendezvous or closure from 1 mile is required. Demonstrate sustained contacts. Manual boom latching procedures and overrun procedures may be evaluated verbally. Conduct a portion of the evaluation with tanker autopilot off.

4.3.3.2.3. *Pilot Airdrop. Fly airdrop evaluations on a tactical mission profile. This evaluation profile requires a departure, low-level route, airdrop, and a tactical recovery. If conditions after departure result in a no-drop, flight examiners may use their discretion to determine if the evaluation is complete.*

4.3.3.2.4. *Pilot SOLL II. Initial evaluation profile includes a covert takeoff, low-level route, ARA, missed approach, covert landing, and taxi or ground operations. Additionally, evaluate threat analysis, mission planning, and mission briefings. Evaluate NVG limitations and SOLL II restrictions verbally. Left-seat pilots receive an initial and recurring flight evaluation. Right-seat pilots receive an initial evaluation only. Safety pilots require initial certification only.*

4.3.3.2.5. *Navigator Tactical. The mission evaluation must provide a 45-minute route between takeoff and TOT. Approximately 30 minutes of the mission must be flown using appropriate low-level procedures. Actual airdrops are required.*

4.3.3.2.5.1. *Airdrop. Departure, visual low-level, airdrop, and recovery are required. Unfamiliar routes are not mandatory, but highly desired.*

4.3.3.2.5.2. *SOLL II-Initial. Evaluate an entire SOLL II mission including mission planning, en route low-level navigation, threat analysis, knowledge of SOLL II procedures, and airborne radar approaches (if applicable).*

- *Evaluate map navigator examinees only on map navigator duties.*
- *Evaluate radar navigator in both radar and map navigator duties unless currently qualified as a SOLL II map navigator. The ARA must place the aircraft within 1/2 NM of centerline by two NMs before touchdown. TOA must be within + 30 seconds.*

4.3.3.2.5.3. *SOLL II Recurring. Radar navigators complete this evaluation in the radar navigator position (radar navigators are considered map navigator-qualified). Otherwise, areas evaluated are the same as for the initial evaluation. In addition, any sub-area required on a recurring MSN (tactical) evaluation that is evaluated on a SOLL II evaluation may be credited toward the recurring tactical evaluation requirement. Map navigators do not require recurring evaluations.*

NOTE:

To perform duties as a SOLL II instructor or flight examiner, navigators must be radar navigator and airdrop qualified.

4.3.3.2.6. *Flight Engineer AR (First Engineers Only). Initial Mission AR evaluations will normally be combined with the initial qualification evaluation. Examinees will complete an AR preflight; fuel onload is not required. Engineers not AR mission qualified in conjunction with the initial qualification will complete an AR mission evaluation after all training items are complete.*

4.3.3.2.7. *Flight Engineer SOLL II (First Engineers Only). Evaluate aircraft preparation, special equipment, and mission requirements on an operational mission or training exercise.*

4.3.3.2.8. *Loadmaster Initial Airdrop. Examinee must perform loadmaster number 1 duties. Evaluation includes an actual sequential equipment airdrop. **EXCEPTION:** If a sequential equipment airdrop cannot be made, but the examinee demonstrates proper sequential rigging procedures before flight, a single airdrop may be made. Other modes of airdrop may be evaluated verbally or by actual demonstration of the event. Complete all training requirements for personnel airdrop before the initial heavy equipment evaluation. An airdrop sortie and evaluation may be credited if an unplanned no drop is called after completion of the Slowdown Checklist provided the no drop was not due to loadmaster error.*

4.3.3.2.9. *Loadmaster Recurring Airdrop.* An actual equipment airdrop is required. All other modes of aerial delivery may be evaluated verbally. Three loadmasters may receive recurring evaluations on the same drop.

4.3.3.3. *C-17 Mission Evaluations:*

4.3.3.3.1. *En Route (formerly OME)(Aircraft Commanders only)—Initial and requalification exceeding loss of qualification (unqualified) criteria (paragraph. 4.11) only.* Consists of at least two mission legs, an instrument approach, and a landing. At least one leg must be flown over a category I route with a different departure and arrival base. If qualified in more than one aircraft, only one en route mission evaluation is required. **EXCEPTION:** O-6 or higher incumbents of higher headquarters, wing, or group flying positions do not require en route mission evaluation, unless flying in-command on missions.

4.3.3.3.2. *Pilot Receiver AR.* Normally conducted in conjunction with airland evaluation. Rendezvous or closure from 1 mile is required. Sustained contacts will be demonstrated. Manual boom latching procedures and overrun procedures may be evaluated verbally. Conduct a portion of the evaluation with tanker autopilot off.

4.3.3.3.3. *Pilot Airland.* Before being designated Airland qualified, pilots take an initial Airland mission qualification evaluation. Complete recurring airland evaluations in the aircraft.

4.3.3.3.3.1. *Copilot.* From the right seat, the copilot will receive a QUAL/INSTM evaluation before flying in the aircraft. From the right seat, evaluate copilot's ability to operate aircraft systems and displays during en route and low-level segments. Evaluate the copilot's ability to safely takeoff, land, and fly the aircraft during low-level flight. Formation and AR areas may be verbally evaluated.

4.3.3.3.3.2. *First Pilot.* From the left seat, evaluate both instrument and qualification areas. Use the weapon system trainer (WST). This is a combined qualification and instrument evaluation. The first pilot remains copilot airland mission-qualified.

4.3.3.3.3.3. *Aircraft Commander.* From the left seat (either seat for instructor or evaluator), evaluate both lead and wing procedures in a two-ship SKE formation. Leading to the ARCP or after AR to low-level entry point or to final landing after rejoin satisfies the lead sub-areas. Evaluate AR procedures. Evaluate single-ship, visual low-level to a mission computer-directed SAAF approach and full flap landing.

4.3.3.3.3.4. *Pilot SOLL II.* Evaluation profile includes a minimum illumination takeoff, low-level route, airborne radar approach, missed approach, covert landing, and taxi or ground operations. Additionally, evaluate threat analysis, mission planning, and mission briefings. Evaluate NVG limitations and SOLL II restrictions verbally. Right-seat pilots receive an initial evaluation only. Safety pilots require initial certification only.

4.3.3.3.4. *C-17 Pilot Airdrop:*

4.3.3.3.4.1. *Fly evaluations with a minimum of two aircraft.* Each evaluation requires a formation mission computer directed airdrop, and a formation pilot directed airdrop. An actual airdrop is desired, but not required if in the flight examiner's judgment a satisfactory airdrop could have been made. Evaluation will include a SKE route and a formation low-level visual route, one of which must be in lead position. Low-level routes should be approximately 30 minutes long. Verbally evaluate NVG restrictions. The SKE portion of both initial and recurring evaluations may be accomplished in WST. This drop will be a mission computer-directed airdrop, requiring the visual portion and pilot-directed airdrop to be accomplished in the aircraft. TOT tolerance is +/- 60 seconds.

4.3.3.3.4.2. *Evaluate copilot's ability to operate aircraft systems and displays. Evaluate copilot's ability to safely fly en route wing formation and low-level before the DZ entry point or after the DZ exit point.*

4.3.3.3.4.3. *Evaluate the aircraft commander's ability to maintain formation position and perform both SKE and visual airdrop maneuvering.*

4.3.3.3.5. *C-17 Loadmaster Initial Airdrop. Evaluation includes an actual sequential platform equipment drop. (EXCEPTION: If a sequential platform equipment airdrop cannot be made, but the examinee demonstrates proper sequential platform rigging before flight, a single platform airdrop may be made.) Other modes of aerial delivery may be evaluated verbally or by actual demonstration of the event. An airdrop sortie and evaluation may be credited if an unplanned no-drop is called after completion of the Slowdown Checklist provided the no-drop was not due to loadmaster error. Newly qualified loadmasters will fly their first personnel airdrop mission with a personnel airdrop-qualified loadmaster. This restriction will be documented on AF Form 8.*

4.3.3.3.6. *Loadmaster Recurring Airdrop. Evaluation will include an actual equipment airdrop. All other modes of aerial delivery may be evaluated verbally. Multiple loadmaster airdrop evaluations on the same mission may only be administered if the loadmaster receiving the evaluation performs all required rigging and inflight airdrop duties. An airdrop sortie and evaluation may be credited if an unplanned no drop is called after completion of the Slowdown Checklist provided the no drop was not due to loadmaster error.*

4.3.3.3.7. *Loadmaster SOLL II-Initial. Consist of Airland operations, onload and offload procedures, NVG operations and limitations, special equipment, and emergency procedures. Complete the initial evaluation on an operational mission or training exercise.*

4.3.3.3.8. *Loadmaster SOLL II-Recurring. Should be conducted on an operational mission or training exercise. Evaluate the same areas as on the initial evaluation.*

4.3.3.4. *C-141 Mission Evaluations:*

4.3.3.4.1. *En Route (formerly called OME) (Aircraft Commanders only)—Initial and requal exceeding loss of qualification (unqualified) criteria (paragraph. 4.11) only. Consist of at least two mission legs, an instrument approach, and a landing. At least one leg must be flown over a category I route with a different departure and arrival base. If qualified in more than one aircraft, only one en route mission evaluation is required. EXCEPTION: O-6 or higher incumbents of higher headquarters, wing, and group flying positions do not require en route mission evaluations unless flying in-command on missions.*

4.3.3.4.2. *Pilot Receiver AR. Rendezvous or closure from 1 mile is required. Sustained contacts will be demonstrated. Manual boom latching procedures and overrun procedures may be evaluated verbally. Conduct a portion of the evaluation with tanker autopilot off.*

4.3.3.4.3. *Pilot Airdrop. Before being designated airdrop qualified, pilots complete an initial airdrop and formation AR evaluation. Fly initial and recurring airdrop evaluations with at least two aircraft (two aircraft for refueling). Each required formation profile includes a departure (or rejoin), low level route, airdrop, and tactical recovery. If conditions after departure result in a no-drop, the flight examiner may use his or her discretion to determine if the evaluation is complete. Before being designated airdrop instructor qualified, instructors and flight examiners will receive a one-time instructor evaluation while instructing airdrop procedures. Cover MC evaluation form sub-areas at the discretion of the flight examiner. Specific requirements for airdrop evaluations are:*

4.3.3.4.3.1. *Initial Formation Wing.* Evaluate pilots in a wing position during a SKE profile and a visual low-level and drop. Plan to fly formation AR portion of initial wing evaluation with at least three receiver aircraft. A minimum of two aircraft will be used. Concentrate on procedural knowledge and formation positions.

4.3.3.4.3.2. *Initial Formation Lead.* Pilots will be airdrop qualified before an initial (or requal if individual has not been lead qualified for over 2 years) lead evaluation. The examinee plans, briefs, and lead the formation. The eval consists of a visual lead profile and a SKE lead profile. Plan to fly formation AR portion of initial lead evaluation with at least three receiver aircraft. A minimum of two aircraft will be used. The evaluatee will lead the formation AR and thoroughly demonstrate a knowledge of formation refueling procedures and positions.

4.3.3.4.3.3. *Initial and Recurring Copilot.* As a minimum, evaluate copilot formation AR knowledge and procedures verbally during the evaluation if not observed. Copilots require an evaluation in any airdrop formation position.

4.3.3.4.3.4. *Recurring Formation Wing/Lead.* Complete recurring airdrop evaluations. Wing qualified pilots require a SKE wing profile and a visual airdrop. Lead pilots require a SKE profile as formation lead and a visual airdrop (wing or lead). Evaluate formation AR procedures verbally if not observed.

NOTE:

Visual formation evaluation profiles may be completed using any of the visual formation geometry's in AMCR 55-141 (MCI 11-241 when published).

4.3.3.4.3.5. *SOLL II.* Initial evaluation profile includes a covert takeoff, low-level route, ARA, missed approach, covert landing, and taxi/ground operations. Additionally, evaluate threat analysis, mission planning, and mission briefings. Evaluate NVG limitations and SOLL II restrictions verbally. Right-seat pilots receive initial evaluation only. Safety pilots require certification only.

4.3.3.4.4. *Navigator Tactical SKE/VFR.* Before being designated C-141 tactical MR, navigators must complete an initial tactical SKE/VFR wing evaluation with at least two aircraft, and receive formation AR certification. Navigators are not qualified until they complete both the SKE and VFR portions of the evaluation. Conduct tactical SKE/VFR evaluations on a mission that provides approximately 45 minutes between takeoff and TOT. A minimum of 30 minutes of the mission must be flown using appropriate low-level procedures. Actual airdrops are required for all tactical evaluations.

4.3.3.4.4.1. *Navigator Wing-Initial.* Complete initial tactical SKE/VFR wing evaluations in the wing position. A SKE departure, SKE low-level, SKE air drop, SKE recovery, VFR low-level, and VFR airdrop are required. Grade adjusted INS/SKE/ZM drops on proper programming of the INS and adherence to published SKE procedures. On a SKE drop, if a malfunction prevents the load from exiting the aircraft, the evaluation may still be completed. The evaluation is not complete if a SKE or ZM malfunction(s) prevents an airdrop. A scored VFR airdrop (adjusted for wing position) is required.

4.3.3.4.4.2. *Navigator Wing-Recurring.* Profile and drop score criteria are the same as initial tactical SKE/VFR wing evaluations. Single-ship procedures will be verbally evaluated during recurring tactical evaluations. Formation AR procedures will be evaluated on all

recurring tactical evaluations either verbally or by flying a formation AR profile.

4.3.3.4.4.3. *Navigator Lead-Initial.* Complete initial tactical SKE/VFR lead evaluations in the lead position of a formation on an unfamiliar route. The examinee plan and briefs the mission. A SKE departure,

SKE low-level, SKE airdrop, SKE recovery, VFR low-level, and VFR airdrop in the lead position are required. Formation AR procedures will be evaluated on all initial and recurring tactical lead evaluations either verbally or by flying a formation AR profile.

4.3.3.4.4.4. Navigator Lead-Recurring. Profile and drop score criteria are the same as initial tactical SKE/VFR lead evaluations, except:

- Formation and unfamiliar routes are not mandatory, but highly desired.*
- Navigators designated "U" in specific lead sub-areas may retain tactical SKE/VFR wing qualification. Do not perform lead duties without instructor supervision.*

4.3.3.4.4.5. Navigator SOLL II-Initial. Evaluate an entire SOLL II mission including mission planning, en route low-level navigation, threat analysis, knowledge of SOLL II procedures, and ARA (if applicable).

- Evaluate map navigator examinees only on map navigator duties.*
- Evaluate radar navigator in both radar and map navigator duties unless currently qualified as a SOLL II map navigator. The ARA must place the aircraft within 1/2 NM of centerline by two NM before touchdown. TOA must be within + 30 seconds.*

4.3.3.4.4.6. Navigator SOLL II-Recurring. Radar navigators complete this evaluation in the radar navigator position (radar navigators are considered map navigator-qualified). Otherwise, areas evaluated are the same as for the initial evaluation. In addition, any sub-area required on a recurring tactical evaluation that is evaluated on a SOLL II evaluation may be credited toward the recurring tactical evaluation requirement. Map navigators do not require recurring evaluations.

4.3.3.4.5. Flight Engineer AR (First Engineers Only). Initial AR mission evaluations will normally be combined with the flight engineer initial qualification evaluation. Examinees will complete an AR pre-flight; fuel onload is not required. Engineers not AR mission qualified in conjunction with the initial qualification will complete an AR mission evaluation after all training items has been completed.

4.3.3.4.6. Flight Engineer SOLL II (First Engineers Only). Evaluate aircraft preparation, special equipment, and mission requirements on an operational mission or training exercise.

*4.3.3.4.7. Loadmaster Airdrop-Initial. The initial airdrop evaluation will be conducted in two phases. Phase I includes an actual sequential platform equipment drop. **EXCEPTION:** If a sequential platform equipment airdrop cannot be made, but the examinee demonstrates proper sequential platform rigging procedures before flight, a single platform airdrop may be made. Phase II will be accomplished during an actual personnel airdrop. Both phases must be completed before flying as a primary airdrop loadmaster. An airdrop sortie and evaluation may be credited if an unplanned no drop is called after completion of the Slowdown Checklist provided the no drop was not due to loadmaster error.*

4.3.3.4.8. Loadmaster Airdrop-Recurring. An actual equipment airdrop is required. All other modes of airdrop may be evaluated verbally. Two loadmasters may receive recurring airdrop evaluations on the same airdrop. An airdrop sortie and evaluation may be credited if an unplanned no-drop is called after completion of the Slowdown Checklist provided the no-drop was not due to loadmaster error.

4.3.3.4.9. Loadmaster CDS. Initial evaluation will include an actual CDS drop using the centerline vertical restraint (CVR) system. Recurring evaluations are not required, however CDS procedures will be verbally debriefed during recurring airdrop mission evaluations.

4.3.3.5. KC-10 Mission Evaluations:

4.3.3.5.1. Boom Operator Cargo:

4.3.3.5.1.1. *Initial. Administer under actual conditions at the completion of phase II training. Evaluate passenger briefing if not accomplished during initial qualification evaluation. The expiration date will be the same as the initial qualification date.*

4.3.3.5.1.2. *Recurring. Conduct evaluations in conjunction with recurring qualification evaluations under actual conditions. Use the qualification evaluation eligibility period.*

4.3.3.6. *KC-135 Mission Evaluations.*

4.3.3.6.1. *Pilot Receiver AR. Evaluate a rendezvous or closure from 1 NM. Instructors may be evaluated in either the left or right seat. Initial receiver evaluation for KC-135 copilots may be accomplished in a suitable ATD or an aircraft on the ground.*

4.3.3.6.2. *Navigator Receiver AR. Evaluate according to MC Form 50. Initial qualification in receiver air refueling must be currently qualified in tanker air refueling. Complete a separate AF Form 8 and AF Form 942 entry for receiver air refueling qualification.*

4.3.3.6.3. *Boom Operator Cargo. Administered to individuals required to perform unsupervised cargo loading operations. May be administered under static conditions. Conduct recurring cargo evaluations in conjunction with recurring qualification evaluations. Use the qualification evaluation eligibility period. After initial cargo evaluation, ANG units will utilize an individual annual certification program to complete cargo qualification requirements. Do not use annual cargo loading training (G-180) to satisfy the certification requirement. Document certification according to paragraph 4.3.2.2.1. All boom operators are eligible for evaluation during ASEV and NAF level N/N programs on cargo loading.*

4.3.3.7. *C-9/OSA/89 AW Mission Evaluations:*

4.3.3.7.1. *En Route (C-135, C-137, C-20). Aircraft commanders only. Initial only. Consist of at least two mission legs, an instrument approach, and a landing. At least one leg must be flown over a category I route with a different departure and arrival base. If qualified in more than one aircraft, only one en route mission eval is required.*

EXCEPTION: *O-6 or higher incumbents of wing, OG, and higher headquarters flying positions do not require en route mission evaluations unless flying "in-command" on enroute missions.*

4.3.3.7.2. *VC-25 Navigator AR. Complete all evaluations in the aircraft. Demonstrate AR fuel planning, one rendezvous (point parallel for initial) to the one NM position and alternate rendezvous procedures (initial qualification only).*

4.3.4. Instructor Evaluations . To initially qualify as an instructor in a particular MDS aircraft, the crewmember must successfully complete a dedicated initial instructor evaluation. Subsequently, crewmembers designated as instructors will be evaluated on their ability to instruct during all recurring evaluations. Accomplish initial instructor evaluations on actual instructional missions when possible. When students are not available or mission requirements/crew composition requirements prevent inclusion of students, the flight examiner may serve as the student for the purpose of evaluating the examinee's instructional ability.

4.3.4.1. *(ADDED)(AMC) The flight evaluator will determine the evaluatee's seat position (normally right seat) for the initial instructor pilot evaluation and will include a minimum of one approach and landing.*

4.3.4.2. *(ADDED)(AMC) KC-135 Instructor Navigator and Boom Operator. Initial instructor evaluations will include instructing a qualified boom operator or navigator as appropriate, (or evaluator serving as the student) in all areas and sub-areas required for a qualification evaluation except boom*

operator cargo. During initial instructor, demonstrate emergency/alternate gear and flap lowering while explaining the procedures to a student or evaluator.

NOTE:

KC-135 Third Pilot (according to CONOPS) may substitute in the student navigator role if the unit determines sufficient areas and sub-areas are available to demonstrate instructor ability.

4.3.4.3. (ADDED)(AMC) To upgrade an instructor in the mission evaluation specialties of receiver air refueling and airdrop requires a mission evaluation while performing instructor duties. In addition, airdrop pilots and navigators must be lead qualified before upgrading to airdrop instructor (N/A for C-17).

4.3.4.4. (ADDED)(AMC) Initial instructor receiver AR evaluations will include a boom limits demonstration from the right seat (N/A for C-17).

4.3.5. SPOT Evaluations (Optional) . SPOT evaluations have no specific requisites or requirements. A SPOT evaluation may satisfy a required evaluation if the examinee subsequently completes all remaining requirements.

4.3.5. (AMC) SPOT Evaluations. Examinee must receive notification before entering pre-mission or pre-departure crew rest. The unit's (90 day prior) ASEV notification message satisfies this requirement. Crewmembers should not receive more than one SPOT evaluation per calendar year. Do not use SPOT evaluations as an additional evaluation requirement (in conjunction with N/N program).

EXCEPTION: *As directed by the commander, or as directed by NAF/DOV to meet unit ASEV evaluation requirements.*

4.3.6. Unscheduled Evaluations (No-Notice, If Applicable) .

4.3.6. (AMC) No-Notice (N/N) Inflight Evaluation Program. Each level of command (SQ/OG/NAF) will execute a N/N program. Develop the N/N program as an assessment tool for overall unit readiness and to provide indicators for appraisal and re-focusing unit training programs. OG and SQ levels will develop a program goal to sample a minimum of 15% of available (qualified to perform aircrew duties) crewmembers annually. NAF/DOV conduct N/N evaluations (with appropriate coordination/approval) within the mobility system, as required.

4.3.6.1. A no-notice evaluation is one where other than normal preparation for the mission is not possible. The no-notice evaluation program provides unit commanders a sampling of daily aircrew performance and an assessment of unit training effectiveness. Do not use the no-notice program as a remedy for scheduling inadequacies.

4.3.6.2. A no-notice evaluation may update a qualification expiration date provided all requirements for the evaluation are completed.

4.3.6.3. (ADDED)(AMC) Crewmembers will not receive more than one N/N (or SPOT) evaluation per calendar year except as directed by the commander. This limitation does not effect NAF evaluators conducting N/N evaluations in the mobility system (see requirements, paragraph 2.3.1.1.2.2.) or SPOT evaluations in conjunction with unit ASEV requirements. NAF level evaluators in the mobility system, conduct only one N/N evaluation per crewmember per DEPLOYMENT (mission leg).

4.3.6.4. (ADDED)(AMC) Avoid administering N/N evaluations within the eligibility period unless commander directed.

4.3.6.5. (ADDED)(AMC) *As a minimum, all N/N evaluations will include Area I, on the appropriate Multi-Command 5X or AMC 9XX series evaluation criteria form.*

4.3.6.6. (ADDED)(AMC) *N/N Special Interest Program. Evaluators will use the special interest program to target and assess specific areas during all N/N evaluations. Areas designated "special interest" are normally identified by higher headquarters or NAF message. OG and squadron may also designate areas. Feedback on N/N special interest areas through the SEB. Squadron, OG, and NAF will develop a process to inform evaluators on the requirements of the N/N special interest program.*

4.3.6.7. *Detail the unit's N/N program (including N/N rate goal) in chapter 7.*

4.3.7. Flight Evaluation Requirement Exceptions. For fighter type aircraft, the Mission and Instrument/Qualification evaluations will not be combined. Accomplish a separate EPE for every INSTM/QUAL and MSN evaluation. (**EXCEPTION:** This note does not apply to EF-111 MC crewmembers.)

4.4. Timing of Flight Evaluations :

4.4.1. Required flight evaluations expire on the last day of the 17th month following the month in which the flight phase was successfully flown. (**EXAMPLE:** A flight evaluation completed on 9 Oct 94 expires on 31 Mar 96.)

4.4.2. Schedule flight evaluations in the six month period prior to the expiration date of qualification known as the eligibility period.

4.4.3. Requirements Before PCS or TDY:

4.4.3.1. If an expiration of qualification date occurs within 3 months of departing for a PCS, complete the required flight evaluations before departing. Obtain a MAJCOM waiver for unusual situations. **EXCEPTIONS:**

- PCS/PCA to a non-flying assignment.
- Departing PCS or TDY for retraining in another aircraft type.

4.4.3.2. Unit commanders may extend a crewmember's expiration date of qualification up to 3 months if that crewmember is scheduled for retraining in another type aircraft or PCS to a non-flying assignment.

4.5. Flight Evaluation Requisites :

4.5.1. Requisite Completion. Requisites may be used to satisfy two separate, similar evaluations. Fighter type aircraft will accomplish a separate EPE for the INSTM/ QUAL and Mission evaluations. This does not apply to EF-111 MC crewmembers. For either scheduled or no-notice evaluations, accomplish requisites as follows:

4.5.1.1. In-the-Eligibility Period. For scheduled (including initial evaluations) or no-notice evaluations in the eligibility zone to update expiration date, all requisites must be completed within the 6-month eligibility period prior to the expiration date of the current evaluation period. If the flight evaluation is accomplished prior to completion of all requisites, remaining requisites will be completed by the last day of the second month following the month of the flight evaluation or by the end of the eligibility period, whichever occurs first.

4.5.1.2. Out-of-the-Eligibility Period (not including rechecks). For scheduled or no-notice evaluations outside the eligibility period or delinquent evaluations. If the aircrew member elects to complete the evaluation, requisites will be completed no earlier than 3 months prior to the flight evaluation and no later than the last day of the second month following the month of the flight evaluation.

4.5.1.2. (AMC) *Out-of-the-Eligibility Period (not including rechecks).* If an examinee requests the N/N or scheduled evaluation to count as a recurring evaluation requirements and reset the 17-month cycle, the required examinations and any other requirements must be completed within the time constraints listed above. Do not add-on missions (flights) to complete the evaluation unless the unit commander concurs with the crewmembers desire to realign the evaluation and approves the addition flight time requirements.

4.5.1.3. For a recheck, use the requisite completion dates from the "Q-3" AF Form 8.

4.5.1.4. ANG/AFRES Specific. AFRES and ANG units may use the entire eligibility period for the accomplishment of requisites in cases where the flight evaluation is accomplished prior to requisite completion.

4.5.2. Publications Check. Review all of a crewmember's required flight publication for currency and proper posting as a requisite to each qualification evaluation.

4.5.2. (AMC) *Publications Check.* Will not fulfill annual publication check requirement according to AFI 11-215, AMC Supplement 1. Each aircrew member, while performing aircrew duties are responsible for their assigned publications according to MCI 11-2XX series.

4.5.3. Emergency Procedures and ATD Evaluations:

4.5.3.1. Evaluate a crewmember's knowledge of Bold Face/Critical Action Procedures (CAPs), emergency procedures and systems knowledge as a requisite to all instrument, qualification, and mission evaluations which update the examinee's expiration date. This requisite may be waived by the grading criteria for a specific MDS or crew position.

4.5.3.1. (AMC) *Conduct a ground phase EPE normally before or during the evaluatee's pre-brief or before the mission. At the evaluator's discretion, the EPE may include a verbal or hand-on demonstration of system operation, life support equipment, and other emergency procedures within the crewmember's normal training. NAF/OG/SQ level personnel should formalize their EPE program requirements with proposed topic lists, special interest item messages, and overall program management information in chapter 7.*

4.5.3.2. An incorrect response to a Boldface/Critical Action Procedure situation requires an unqualified (Q-3) grade. An examinee receiving an overall unqualified EPE or ATD evaluation grade will not be permitted to fly in their aircrew position unsupervised until a successful reevaluation is accomplished. A crewmember who receives an unqualified (Q-3) grade as a result of Bold Face/CAPs will not fly until a successful reevaluation is accomplished.

4.5.3.3. For an EPE/ATD evaluation requiring additional training, the flight examiner will indicate if the additional training will be accomplished before the flight evaluation.

4.5.3.4. Specific EPE or ATD evaluation requirements for each weapon system are provided in the applicable grading criteria.

4.6. Evaluation Profiles (If Applicable) . The unit stan/eval function will consolidate written mission evaluation tasking based on training programs and scenarios constructed by the squadron/unit. The tasking must accurately measure the examinee's proficiency. Tasking will reflect squadron/unit daily training missions, be realistic, incorporate current tactics, and be in concert with unit tasking.

4.6. (AMC) *Evaluation profiles not applicable for AMC and AMC-gained ARC forces.*

4.7. Grading Policies :

4.7.1. To receive a qualified grade on a flight evaluation, the crewmember must satisfy the criteria set forth in the applicable grading criteria volume and demonstrate ability to operate the aircraft and/or equipment safely and effectively during all phases of an evaluation.

4.7.2. Grade all areas accomplished during an evaluation using the applicable grading criteria.

4.7.3. When inflight evaluation of a required area is not possible, the area may be evaluated verbally or in an ATD. Flight examiners will make every effort to evaluate all required areas inflight before resorting to this provision.

4.7.3. (AMC) *Use MCF 5X, or AMCF 9XX series (or as appropriate) evaluation criteria forms. Evaluate all sub-areas through actual performance. When this is not possible, evaluate the sub-area(s) verbally. Flight examiners decide if the evaluation is complete based on the number and type of sub-areas that were verbally evaluated. Do not verbally evaluate takeoffs, approaches, and landings.*

4.7.4. Grading criteria tolerances assume smooth air and stable aircraft conditions. Minor momentary deviations are acceptable, provided the examinee applies prompt corrective action and such deviations did not jeopardize flight safety. Consider cumulative deviations when determining the overall grade.

4.8. Grading Systems :

4.8.1. Overall Qualification Levels.

4.8.1.1. Qualification Level 1 (Q-1). The crewmember demonstrated desired performance and knowledge of procedures, equipment, and directives within tolerances specified in the grading criteria.

4.8.1.2. Qualification Level 2 (Q-2). The crewmember demonstrated the ability to perform duties safely, but:

4.8.1.2. (AMC) *Qualification Level 2 (Q-2). When the examinee requires additional training beyond the evaluation debriefing, the overall grade is Q-2. Additional training may consist of a verbal review, simulator flight, ground demonstration, or actual flight as recommended by the flight examiner. Initial qualification examinees will not fly as a qualified crewmember until additional training is complete.*

4.8.1.2.1. There was some flight area(s)/subarea(s) where additional training was assigned.

4.8.1.2.2. A noncritical area/subarea grade of "U" was awarded.

4.8.1.2.3. In the flight examiner's judgment, there is justification based on performance in several areas/subareas.

4.8.1.2.4. Notify squadron commander/operations officer and flight commander, if available, of any evaluations less than Q-1.

4.8.1.3. Qualification Level 3 (Q-3). The crewmember demonstrated an unacceptable level of safety, performance or knowledge. An area grade of "U" awarded in a critical area requires an overall "Q-3". The flight examiner will indicate all appropriate restriction(s) and additional training on the AF Form 8. A separate AF Form 8 will be used for all inflight rechecks.

4.8.1.3.1. In the event a ground recheck is accomplished during the evaluation debriefing, annotate the qualification grade on the AF Form 8 (and AF Form 942, **Record of Evaluation**) as 3/1 in the qualified block.

4.8.1.4. Notify the squadron commander/operations officer and flight commander, if available, of any evaluations less than Q-1.

4.8.2. Area/Subarea Grades. MCOPR will establish areas and subareas to be evaluated and publish them in the appropriate grading criteria. Areas will have a two- (pass/fail) or three- (Q/Q-/U) level grading system. The overall area grade will be the lowest of any subarea grade awarded.

4.8.2. (AMC) Area/Sub-Area Grades. *Sub-areas on MCF 5X-series evaluation forms (designated critical) are illustrated by a shaded block in the Q- grade column. Critical sub-areas are graded only Q or U.*

4.8.2.1. Q. A "Q" is the desired level of performance. The examinee demonstrated a satisfactory knowledge of all required information, performed aircrew duties within the prescribed tolerances and accomplished the assigned mission.

4.8.2.2. Q-. A "Q-" indicates the examinee is qualified to perform the assigned area tasks, but requires debriefing or additional training as determined by the flight examiner. Deviations from established standards must not have exceeded the prescribed "Q-" tolerances or jeopardize flight safety.

4.8.2.3. U. Assign a "U" area grade for any breach of flight discipline, performance outside allowable parameters or deviations from prescribed procedures/ tolerances that adversely affected mission accomplishment or compromised flight safety.

4.8.2.3.1. An examinee receiving an area grade of "U" normally requires additional training. When, in the flight examiner's judgment, additional training will not constructively improve examinee's performance it is not required. In this case, the flight examiner must thoroughly debrief the examinee.

4.8.3. Bold Face/CAPs. Grade Bold Face/CAPs either "Q" or "U".

4.8.4. (AMC) Evaluation Forms. *Use MC 5X-series forms as an evaluation worksheet. Each form identifies (outlines) the required subareas to be evaluated for the type of evaluation specific evaluations. Actual entries on the forms are at the discretion of unit stan/eval. The forms are not filed permanently in the flight evaluation folder (FEF) and kept only as long as necessary to officially transfer the information to the AF Form 8. Specific tolerances are annotated on the appropriate forms.*

4.9. Additional Training . Accomplish and document additional training within 2 months from the date of the discrepancy (for an evaluation on 21 Jan 95, additional training due 21 Mar 95). If a crewmember exceeds the allotted time for completion of additional training the unit commander will review the situation and direct appropriate action. The circumstances will be documented on the examinee's AF Form 8.

4.9.1. (ADDED)(AMC) *Instructors or flight examiners administer additional training. Complete additional training within 2 months after the flight evaluation. EXCEPTION: The additional training due date for Q-2 evaluations at formal school is 2 months after returning to permanent duty station. For ARC personnel, due date is the second UTA or 2 months after evaluation, or, in the case of formal school, 2 months or second UTA after returning to the individuals permanent unit, whichever is greater.*

4.9.2. (ADDED)(AMC) *If additional training is not completed by due date, the aircrew member will fly in supervised status.*

4.9.3. (ADDED)(AMC) *An instructor or flight examiner graded Q-2 on any evaluation will not perform instructor or examiner duties until the Q-2 is cleared. Flight examiners will clear instructor Q-2s. Flight examiner Q-2s will be cleared according to the pyramid evaluation system.*

4.10. Failure to Complete or Pass a Flight or ATD Evaluation:

4.10. (AMC) *Failure to Complete or Pass Flight Evaluation. Individuals failing to complete a required evaluation by the expiration date are on unqualified status until complete, paragraph 4.10.3. applies.*

Requisite examinations will remain valid if accomplished in the original eligibility period and within 6 months of the completed evaluation.

4.10.1. If an aircrew member fails a flight or ATD evaluation, a successful recheck must be completed within 2 months after the date of the first failure, (**EXAMPLE:** for an evaluation on 30 Jun 95, complete recheck by 31 Aug 95). Consider a recheck successful when the crew member demonstrates to “Q” Criteria (Q or Q-/debriefed), to a flight examiner for each area graded “U.” MAJCOMs may approve waivers to the 2 month time limit on a case-by-case basis. Every reasonable effort must be made to requalify the individual. Commanders will determine the number of flights to be allowed during this period, based on the individual's experience level, present qualifications, and number of hours of training required.

4.10.2. Downgrade crewmembers receiving a “Q-3” instrument, qualification or mission evaluation to non-MR status. Instructors need not be downgraded if the discrepancies were only in instructor areas.

4.10.2. (AMC) *Mission evaluation overall Q-3 will result in non-MR status in that mission only.*

4.10.3. For crewmembers who maintain multiple qualification this applies only to the aircraft for which the evaluation was administered.

4.10.4. Restrictions. Restrict aircrew members receiving a “Q-3” on a flight or ATD evaluation, as listed below, until a successful evaluation is completed.

4.10.4.1. Qualification Evaluation. Place the examinee on supervised status.

4.10.4.1. (AMC) *Qualification Evaluation. AECMs whom Q-3 in one qualification aircraft will fly in supervised status in all aircraft until recheck is complete.*

4.10.4.2. Instrument Evaluation. The examinee is permitted to fly VFR unless specifically restricted. Place the examinee on supervised status for IFR flight.

4.10.4.3. Mission Evaluation. The examinee may perform basic qualification/instrument tasks unless specifically restricted. Place the examinee on supervised status for mission tasks.

4.10.4.3. (AMC) *Only applies to the specific Q-3 mission.*

4.10.4.4. Instructor Evaluation. Instructors receiving an unsatisfactory grade in an instructor area(s) will not perform instructor duties until a successful evaluation is completed.

4.10.4.5. (AMC) *Re-evaluation may be administered in the aircraft, verbally, or in an ATD at the examiner's discretion.*

4.11. Loss of Currency or Qualification. Unless otherwise specified in the aircrew training publications, the following procedures apply after loss of currency or qualification for all aircrew personnel except flight surgeons. If aircrew members are noncurrent for:

4.11. (AMC) *Loss of Currency or Qualification. Regain currency or qualification according to applicable MCI 10-202 volumes and XX-series directives and this instruction.*

4.11.1. Up to 2 months. Must complete with an instructor all delinquent items (such as landings).

4.11.2. Two to 6 months (unqualified). Must complete a flight evaluation given by a flight examiner in all unqualified areas.

4.11.2. (AMC) *To regain qualification, complete a spot evaluation in the areas effected. To regain qualification in overwater missions (if required), complete a spot eval including at least one category I leg between different departure and arrival airfields.*

4.11.3. Over 6 months (unqualified). Must complete initial qualification/mission requirements of aircrew training publication.

4.11.3. (AMC) *May not require return to an FTU. Comply with AFCAT 36-2223.*

4.12. Administrative Downgrade . Crewmembers may be administratively downgraded to an intermediate level of qualification or an unqualified status without receiving a flight evaluation. At the unit commander's direction, the stan/eval function will prepare AF Form 8. Only use the administrative downgrade in cases relating to cause and not for administrative purposes.

4.13. Supplementary Evaluations . (If Applicable) Commanders will determine evaluated areas. If conducted in flight, these evaluations should not be all encompassing nor should they result in the assignment of an overall rating for any specific crewmember. Supplementary evaluations do not constitute flight evaluations; therefore, do not use an AF Form 8 to document supplementary evaluation results. These evaluations may be administered in conjunction with a flight evaluation. Document results in SEB minutes.

4.14. (ADDED)(AMC) ***Additional Flight Evaluation Information:***

4.14.1. *Flight examiners should not evaluate personnel they have primarily trained, recommended for upgrade evaluation, or who render their effectiveness and performance reports.*

4.14.2. *An evaluation will not be changed to a training mission to avoid documenting substandard performance, nor will a training mission be changed to an evaluation. Required additional training may be accomplished on the same flight after the evaluation is complete.*

4.14.3. *Pilots may conduct evaluations when scheduled as primary aircrew members except during fixed wing tactical lead and single-ship evaluations. C-17 flight examiners will occupy a pilot position for initial C-17 airland and LAPES evaluations.*

4.14.4. *Navigators, flight engineers or mechanics, loadmasters, boom operators, communication specialists, inflight passenger service specialists, and aeromedical evacuation crewmembers will not conduct evaluations when scheduled as primary crewmembers.*

4.14.5. *For en route evaluations, flight examiner pilots may, at their discretion, serve as an augmented crewmember during evaluations, but should not occupy a pilot seat for takeoff and landing.*

4.14.6. *Instructor and flight examiner pilots receiving recurring evaluations may be evaluated in either seat, but are not required to be evaluated in both.*

4.15. (ADDED)(AMC) ***HQ AMC/DOTV Approved Simulator Evaluations.*** *Simulator evaluations may only be performed in approved simulators, and must be evaluated by an Air Force flight examiner (not contractors). Evaluations will consist of all sub-areas that can be accomplished realistically.*

4.16. (ADDED)(AMC) ***Certifications:***

4.16.1. *C-141 Copilot Formation AR. Copilots require a one-time observation ride before performing duties as a copilot on a formation AR sortie.*

4.16.2. *Navigator Tactical Single-Ship. Before being designated single-ship qualified, navigators must attain and maintain SKE/VFR wing qualification. Navigators will complete initial tactical single-ship certification on an unfamiliar route to an unfamiliar DZ. The navigator plans and briefs the mission. A VFR low-level route and VFR airdrop are required.*

4.16.3. *C-141 Navigator Formation AR. Before being designated as tactically MR, navigators must receive formation AR certification. A minimum of two receiver aircraft will be used. Concentrate on AR fuel planning; formation rendezvous and closure procedures; and radar operations and tuning.*

Table 4.1. (ADDED)(AMC) Mission Evaluations Summary

Acft/Crew Position	PNAF	En Route	Recvr A/R	Air-drop	SOLL II	Air-land	Cargo	CDS
C-5								
Pilot		I	X	X	X			
Navigator		(7)		X	X			
Flight Engineer			X(1)(2)		X(1)			
Loadmaster				X	X			
C-17								
Pilot		I	X(2)	X	X	X(3)		
Loadmaster				X	X			
C-141								
Pilot	X	I	X	X(4)	X			
Navigator		(7)		X(5)	X			
Flight Engineer			X(1)(2)		X(1)			
Loadmaster	X			X	X			X
KC-10								
Pilot			X					
Flight Engineer								
Boom Operator							X	
KC-135								
Pilot			X					
Navigator		(7)	X					
Boom Operator							X	
C-9								
Pilot		I(6)						
AE Tech.								
Flight Nurse								
C-137 and C-135								
Pilot		I						
Navigator		(7)						
Flight Engineer								
Comm Sys Operator								
Flight Steward								
VC-25								

Acft/Crew Position	PNAF	En Route	Recvr A/R	Air-drop	SOLL II	Air-land	Cargo	CDS
Pilot		I(6)	X					
Navigator		(7)	X					
Flight Engineer								
Comm Sys Operator								
Flight Steward								
C-12								
Pilot		I(6)						
C-20								
Pilot		I						
C-21								
Pilot		I(6)						

1. First engineers only.
2. Conducted in conjunction with airland evaluation.
3. CP and AC receive on flights, FP receives in WST.
4. Include separate formation wing and lead evaluations.
5. Include separate tactical SKE/VFR Wing and Lead evaluations.
6. Do not require a category I leg.
7. C-9 overwater navigation support; all qualified instructor navigators are eligible. HQ AMC/DOTA manage requirement and training.

I = Initial MSN evaluation only.

X = Initial and Recurring MSN evaluation.

5. Aircrew Written Examinations :

5.1. Purpose . Use written examinations to measure crewmember's knowledge of normal/emergency procedures, the threats and other information essential for the safe and effective operation of their assigned weapon system. Poor testing performance indicates areas requiring increased training emphasis.

5.2. Security . Stan/eval personnel will maintain positive control of all required exams and applicable answer sheets. Instrument Refresher Course (IRC) exams and answer sheets may be controlled by the unit training function.

5.3. Requisite Examinations . Requisite exams for all crew positions include: an open-book, a closed-book, an instrument (if applicable), and Bold Face/CAP exams.

5.3. (AMC) Requisite Examinations. Aircrew Training System (ATS) contract courses may have end-of-course exams that fulfill the requirements of the open- and closed-exams. HQ AMC/DOT, in conjunction with each FTU, will ensure the end-of-course exams meet the requirements of this instruction before awarding credit for the appropriate exam. These tests must be administered as part of the formal

syllabus, and a passing score of 85 percent must be attained. Individuals who fail to score 85 percent or higher must complete the unit's open and closed-book examinations. Units will administer ground marshaling exam according to AFI 11-218, paragraph 2.1 (may be incorporated in the open-book exam). Accomplish C-17 written exam requirements through the Aircrew Training System (ATS) using computer based training (CBT).

5.3.1. Administrative Procedures:

5.3.1.1. Enter the grades for each requisite examination separately on the AF Form 8.

5.3.1.1. (AMC) *C-17 written exams will annotate: Exam/Check—"ATS," Date—"As Required," and Grade—"Comp" as a single line entry.*

5.3.1.2. Retain graded exam answer sheets/computer records until AF Form 8 is completed.

5.3.1.3. Administer a Bold Face/CAPs exam with the closed-book examination, if applicable.

5.3.1.3. (AMC) *Will consist of one question concerning each Bold Face/Critical Action Emergency Procedure applicable to an individual's specialty. Individuals qualified as crew members in more than one MDS aircraft must complete a Bold Face) exam for each aircraft.*

5.3.1.4. Review all exams for accuracy annually and after any changes in source documents.

5.3.1.5. Describe the unit examination program according to chapter 7 of this instruction.

5.3.2. Question Sources.

5.3.2. *Question Sources (AMC) HQ AMC/SGX or designated representative will create, manage, and distribute the SQB (open-book) and MQF (closed-book) test bank. Units will use test banks to develop written examinations for AE units.*

5.3.2.1. Open-Book . Open-book questions may come from any publication containing information pertinent to the operation of applicable aircraft and performance of the assigned mission. Tell the crewmembers the open-book subject areas and the publications used to generate the exam. Each unit may develop an open-book secure question bank (SQB) that serves as the source for some or all of the open-book examination questions. Do not distribute the SQB to unit aircrews and safeguard it in the same manner as any other required stan/eval examination.

5.3.2.1.1. (AMC) *An SQB for each crew position of each MDS will be created and managed by the OG/OGV. The open-book exam will consist of minimum 60, to maximum 100 questions. Questions may be drawn from the following sources (or appropriate replacement):*

- *Basic aircraft flight and performance manuals*
- *Appropriate AR manuals*
- *Appropriate cargo loading, T.O. 1C-XXX-9 series*
- *AFM 11-217, Instrument Flying*
- *AFM 11-217, Air Navigation*
- *AFH 11-203, Weather for Aircrews*
- *AFI 11-401, Flight Management*
- *AFI 11-408, Aircrew Stan/Eval Program, with AMC Supplement 1*
- *AFI 11-206, General Flight Rules*

- *AFI 11-218, *Aircraft Ops and Movement on the Ground*.
- AFI 11-301, *Life Support Program*
- MCI 10-202, *Aircrew Training Program*, volume 1, and appropriate aircraft volumes
- MCI 11-2XX, *Operating Procedures*, volume XX
- Applicable chapters of FAA Handbook 7610.4, *Special Military Operations*
- Miscellaneous—AMCR 55-1, AMCR 55-37, AMCP 55-53, AMCR 55-60, and AMCR 60-4

NOTE. For crewmember qualified to conduct ground taxi operations should include questions according to AFI 11-218 ground marshaling test requirements.

EXCEPTION: Crewmember whose duties cannot be adequately tested (source list above) may complete the requirement with information validated for their duty performance by OG/OGV, NAF/DOV, and HQ AMC/SGX.

5.3.2.1.2. (AMC) MQF questions for AECMs will be derived from the following flight publications: AFI 11-401, MCI 10-202 Vol 1 and Vol 9, MCI 11-2XX series, AMCR 55-1, AMCP 164-50 series (AFH 41-3XX when published) and Aeromedical Evacuation Medical Equipment A902XO-IG-1.

5.3.2.1.3. (AMC) A portion of each open-book exam will include questions pertaining to each mission qualification of the testing individual. Include: airdrop, AR, SOLL II, PNAF, cargo, LAPES, and instructor (scenario type), etc., as required. Individuals qualified as crewmembers in more than one MDS aircraft must complete open-book exam in each aircraft.

5.3.2.1.4. (AMC) Units will provide a copy of their SQB to the appropriate NAF, annually.

5.3.2.2. Closed-Book :

5.3.2.2.1. Construct closed-book examinations to emphasize information and system knowledge necessary for safe flight and mission accomplishment.

5.3.2.2.1. (AMC) Examinations will consist of 20 to 30 questions derived from the MQF. Individuals qualified as crewmembers in more than one MDS aircraft must complete a closed-book examination for each aircraft.

5.3.2.2.2. MAJCOM OPRs may provide master question files (MQF) containing approved questions for closed-book testing. Make MQFs available to all applicable crewmembers.

5.3.2.2.2. (AMC) NAFs will create an MQF for each crew position of each MDS. NAFs will provide copies of the MQFs to other MAJCOM-users upon request. The OG will distribute the MQF to all aircrew members.

5.3.2.2.3. The highest organization with a stan/eval function (NAF or unit) may develop, maintain, and publish MQFs for weapons systems without MAJCOM expertise. That organization will submit these MQFs to the MAJCOM (AETC forward to NAF) for approval prior to their publication.

5.3.2.2.3. (AMC) 15 AF and 21 AF will be OPRs for the MQF. NAFs will coordinate with each other to build and maintain one common MQF for each crew position of each MDS. NAFs may delegate a portion or all of MQF development and maintenance requirements to specific active duty and ARC units (with NGB/XO or HQ AFRES/DO approval) or contractors (i.e. C-17). However, NAFs will maintain active supervision of MQF contents. MQF questions will be derived from the basic aircraft flight manual, performance manual, other applicable technical orders, and the specific MCI 11-2XX series for that MDS.

5.3.2.2.4. OPRs will distribute changes to MQFs as necessary. Units may edit MQFs to accommodate local testing procedures, administrative errors, and reflect recent changes to systems and/or operational procedures; however, subject matter may not be changed.

5.3.2.2.5. Report unit edits of MQF questions to the appropriate MAJCOM. Units must not change the intent of the original question.

5.3.2.2.5. (AMC) *OG stan/eval will forward corrections quarterly to appropriate NAF (HQ AMC/SGX for AE units).*

5.3.2.3. Local Procedures MQF. Units may develop and distribute a local procedures MQF to augment higher headquarters' MQFs.

5.3.2.3. (AMC) *Local Procedures MQF. May be included in the SQB.*

5.4. Instrument Examinations . MAJCOMS will determine crew positions that will take the Instrument exam.

5.4. (AMC) *Instrument Examinations. Exam requirements follow open-book format and is normally generated at the unit level. Exam consist of questions from AFMAN 11-210, volume 2, and specific local instrument procedures. Minimum test size is 50 questions. Minimum passing score is 85 percent.*

5.4.1. *All pilots and navigators (with flight instruments) should complete an instrument examination in the same period as their open and closed-book exams. Annotate the ground phase section of the AF Form 8 with appropriate course (IRC or NIRC), date, and score (see attachment 4). Units determine (use chapter 7) if navigators complete IRC or a specialized NIRC. Use question from AFMAN 11-210, volume 2, and local instrument questions.*

5.4.2. *The examination may be completed outside the eligibility period, but will not exceed the crewmember's qualification expiration date (one exam per qual cycle).*

5.4.3. *SUPT/JUNT instrument examinations remain valid concurrent with the individual's initial qualification instrument evaluation. IRC/NIRC or equivalent courseware may satisfy this requirement. Units will determine an internal process for managing SUPT/JUNT instrument examination dates and scores. Incorporate the scores on the individuals first initial qualification AF Form 8.*

5.5. Qualification Examinations . Each unit stan/eval will develop and control a minimum of two requisite examinations for each crew position. 50 percent of the questions will be changed every calendar half. **EXCEPTIONS:**

5.5.1. Units having ten or fewer individuals require only one examination.

5.5.2. When different crew positions are responsible for the same information (**EXAMPLE:** in two place fighters, front and back seat or left and right seat pilots of the same aircraft) stan/eval is not required to maintain separate examinations for each crew position.

5.5.3. Units may generate a unique test for each crewmember requiring an exam. Computer software such as Turbo Test or T-21 may be used for this purpose.

5.6. Flight Surgeon Examination . Flight surgeons will complete a closed-book examination every 17 months. The unit developed Flight Surgeon Exam will cover the Flight Surgeon's primary assigned aircraft and contain at least 20 questions. Flight surgeons will not fly in any capacity until this requirement is successfully accomplished. Document the results in accordance with local procedures and maintain them in the appropriate unit stan/eval office.

5.7. Exam Administration Procedures . The minimum passing grade for Bold Face/CAPs exams is 100 percent. The minimum passing grade for all other stan/eval requisite examinations is 85 percent corrected to 100 percent. Grade all completed exams prior to the crewmember's next flight.

5.8. Failure to Pass an Exam . A flight evaluation will not be complete until all failed items have been successfully reaccomplished. If an aircrew member fails a written examination, they must complete a successful reexamination within 2 months after date of the first failure or obtain a MAJCOM (AETC NAF) waiver.

5.8. (AMC) Failure to Pass an ATS Exam. An initial qualification or requalification student who fails an ATS examination while attending FTU/CCTS training (97AMW, Altus AFB OK) will retake the ATS exam and complete the appropriate open- and closed-book examinations before flight evaluations (not applicable for C-17).

5.8.1. Crewmembers failing a Bold Face/CAPs exam will not fly as crewmembers until a successful reexamination is accomplished.

5.8.2. Place aircrew members who fail an open-book, closed-book or instrument written examination in supervised status until successful retesting is completed. For crewmembers who maintain multiple qualifications, loss of qualification applies only to the aircraft for which the examination was administered.

5.8.2. (AMC) Failure to Pass an Exam. AECM who fails a written examination will fly in supervised status on all aircraft until a successful re-test is complete.

5.8.3. A crewmember failing a requisite examination or Bold Face/CAPs at any time must be afforded an adequate study period prior to reexamination. For other than Bold Face/CAPs, the crewmember will be reevaluated using an alternate exam.

5.9. Unit Periodic Examinations . Each unit/squadron stan/eval function may conduct periodic testing for all flight crewmembers. The intent of this testing is to evaluate additional knowledge beyond the scope of requisite exams, such as a cross-section of general knowledge, tactical/threat knowledge, and/or operational procedures, etc., to determine if knowledge deficiencies exist within the unit. This exam may be open or closed-book, but will not count as a requisite exam, nor will a requisite exam satisfy the requirement for a periodic exam. Units will describe this program in chapter 7 of this instruction, to include procedures for failed exams.

5.9. (AMC) Ground No-Notice Exam Unit's Periodic Examination program may be combined with unit N/N program (see paragraph 4.3.6). Include program details in unit's chapter 7.

6. Completion of AF Form 8 Flight Evaluation Folders

Flight Crew Information File (FCIF)

Go/No-Go Procedures

6.1. Completion of AF Form 8, Certification of Aircrew Qualification (see Attachment 3). Use the AF Form 8 to record and to certify an individual's qualification as demonstrated in required ground and flight evaluations. Any other variant requires HQ USAF/XOOT approval prior to use. Attachment 3 details how to maintain the FEF. Use the following guidance when completing an AF Form 8 (attachment 3).

6.1.1. Date Completed. Use the latest completion date (ground or flight) of the evaluation, not including additional training. Use this date on the AF Form 942.

6.1.2. Examinee Identification:

- Name, Grade, and SSN.
- Organization and Location. Use the unit designation and location that the examinee is assigned to or attached to for flying. For higher headquarters crewmembers an office symbol may be used in place the unit designation.
- (AMC) Organization and Location. Enter the gaining unit for students at FTU/CCTS.
- Aircraft/Crew Position. Enter the aircraft MDS in which the evaluation was given. Enter the examinee's highest qualification in that particular aircraft MDS.
- (AMC) Aircraft/Crew Position. Enter the highest qualification reflecting the intention of the evaluation e.g., IP, MP, MN, MF, MB, etc.

NOTES:

Before a crewmember is officially designated "mission-ready" several add-on requirements are normally accomplished after in-flight evaluation, e.g. KC-10 phase II, en route, SIOP certification, etc. The add-on requirement should not impact the intention of the evaluation (highest crew position entry). If necessary, clarify in the examiner's remarks. See paragraph 4.2.2.1 for documentation requirements.

- Eligibility Period. Enter the 6-month period preceding the expiration date from the last similar evaluation (**EXAMPLE:** if the last mission evaluation expires Sep 95, enter Apr-Sep 95). Enter N/A for initial evaluations and evaluations accomplished outside the examinee's normal eligibility period.
- (AMC) Eligibility Period. Enter N/A for all evaluations given within an eligibility period, but not intended to satisfy a recurring requirement (e.g. spot, N/N, etc.).

6.1.3. Qualification:

- Ground Phase. Make a separate entry for each ground requisite. If requisites exceed available lines, make combined entries or document additional requisite completion in the comments section. The Bold Face/CAPs exam may be entered as a separate entry if sufficient space is available. In the date column, enter the date that the requisite is completed. Enter failing scores as follows: 84/98. Enter failed Bold Face/CAPs as follows: U/Q. The date entered for a recheck is the date of the successful completion of the ground phase item. Enter failed EPE/ATD grades with a successful recheck as follows: 3/1.
- (AMC) Ground Phase. Enter Bold Face exam on the same line. Navigators enter IRC or NIRC, examination date, and score as appropriate.
- Flight Phase. Adequately describe the type and purpose of the evaluations. Use the following terms and abbreviations: SPOT, QUAL/ Qualification, INTL/Initial, INSTM/Instrument, N/N/ No-notice, MSN/Mission, SIM/Simulator, and INSTR/Instructor. If a flight simulator is used to satisfy all or part of the flight phase requirements, enter "SIM" as a preface to the type evaluation, for example, SIM-INSTM. If two or more flights, on separate days, are required enter a one line entry for each flight.
- (AMC) Flight Phase. Use a separate line entry for additional flights as necessary to complete an evaluation. Continue in the Comments Section A if more space is necessary. **NOTE:** Units conducting a overwater mission evaluation (en route) scheduled over several days, may make a single line entry showing the inclusive dates.

- Qualification Level. Place a "1" or "2" in the qualified block or a "3" in the unqualified block for the crewmember's overall qualification level. Base the overall qualification level on both the ground and flight phase performance.
- Expiration Date of Qualification. Enter the month and year that is 17 months after the month in which the flight phase of the evaluation was successfully completed. Combined evaluations (**EXAMPLE**: INSTM/QUAL, MSN/QUAL) require only one date unless the grades for the combined check were different (**EXAMPLE**: QUAL 1 and INSTM 3, then enter QUAL- Jul 95/INSTM - N/A). For evaluations that do not establish a new eligibility period, enter "N/A."
- Restrictions. Place an "X" in the applicable block. List specific restrictions as the first item in the comments block.
- Additional Training Due Dates. If required, enter a date not to exceed 2 months from the date of event requiring additional training (**EXAMPLE**: 26 Jan 95 Flt Eval, 26 Mar 95 due date); otherwise, enter N/A. If more than one date is required, preface the due dates with EPE, ATD or FLT as appropriate.
- Date Additional Training Completed. Enter the date(s) the examinee completed additional training, otherwise, enter N/A. If more than one date is required, preface the date completed with EPE, ATD or FLT.

6.1.4. Comments. Use the following format. If more space is needed, continue on reverse side of the form typed head-to-foot.

Restrictions: If required.

Examiner's Remarks:

- a. Mission Description.
 - b. Discrepancies- (Document all discrepancies of Q- or "U") or enter "NONE."
1. Flight.
 2. EPE/ATD.

Use the following entries if appropriate.

- C. Recommended Additional Training.
1. Flight.
 2. EPE/ATD.

Reviewing Officer's Remarks:

Approving Officer's Remarks:

Additional Reviews:

6.1.4. (AMC) Comments. Examiners should include in their remarks:

Section A:

- Show outstanding performance by the examinee. Annotate below the examiner remarks, on a single line, and in capital letters the phrase:

OUTSTANDING PERFORMANCE

NOTES:

Units should award no greater than 5% of the total evaluations given by the unit during a calendar year (N/A NAF ASEV teams).

- *Show specific mission eval performed (i.e. airdrop, ARP, PNAF, etc.).*
- *Identify a commander-directed evaluation.*
- *Show that two or more flight examiners were required for an evaluation. Include the other flight examiner's name, grade, organization, and signature after their comments.*
- *Identify any area verbally evaluated.*
- *List EPE only if unsatisfactory performance and corrective action are required (see paragraph 4.5.3.).*
- *List supervisory attendance.*
- *Show reason for recheck.*

Section B:

- *Identify any requirements remaining to complete a required evaluation.*
- *Show any special requirement for re-evaluation.*

6.1.5. Section III.

- *If two or more flights are required to complete an evaluation, the flight examiner completing the evaluation will sign the AF Form 8. The flight examiner will always place an "X" in the remarks block and make comments in the comments block.*
- *MAJCOMs will determine the reviewing and final approving officials.*
- *(AMC) The final approving officer is the Sq/Det CC, OG/CC, wing/CC, NAF/DO, or appropriate HQ AMC Division Chief based on where the examinee is assigned/attached. The final approving officer for the Wing/CC is the OG/CC. The reviewing officer is a senior flight examiner designated by the final approving officer. The final approving officer will be on active flying status (except for AMC). Additional reviews may be made as appropriate. Show additional reviews in the comments section of the AF Form 8. If crewmember certification board action is required, the final approving officer is the board president. ARC unit AF Forms 8 will be reviewed and approved as directed by the wing/group commander. For HQ AMC/SG crewmembers, the deputy command surgeon is the final approving officer. For students at FTU/CCTS, normally, the reviewing and approving official blocks are completed by the training MAJCOM conducting the evaluation.*
- *The reviewing and approving officers will ensure the recommended additional training is adequate to correct the noted deficiencies. If a reviewing or approving officer does not agree with the overall rating, the overall grade will not be changed. The reviewer or approver should mark the "Do Not Concur" block and should comment in the comments section.*

6.1.6. Suspenses. File a temporary flight evaluation certificate or a draft AF Form 8 in the crewmember's FEF immediately after the flight evaluation as a temporary record of the flight evaluation results. Remove the temporary record when the permanent AF Form 8 routing is complete.

6.1.6. (AMC) *Use the appropriate flight evaluators MC 5X-series form or suitable substitute.*

6.1.7. Procedures for Administrative Downgrade.

6.1.7. (AMC) *See text paragraph 4.12.*

6.1.7.1. Section I. Complete Section I as directed above.

6.1.7.2. Section II:

- Enter the qualification(s) to be downgraded (QUAL/INSTM/MSN) with the date of the situation that caused the downgrade in the appropriate flight or ground phase blocks.
- Enter the grade and/or Qualification level (2 or 3) in the appropriate blocks.
- Enter the additional training Due date, if required.
- In the comments section, type “Administrative Downgrade,” followed by any restrictions, a detailed narrative of the situation causing the downgrade and the additional training assigned. Use the format listed above.

6.1.7.3. Section III. Only the commander directing the downgrade and the individual concerned will sign the AF Form 8. The directing commander will sign in the final approving officer block and “X” the remarks block. Additional reviews are at the MAJCOM discretion.

6.1.7.3. (AMC) *Additional reviews are at the discretion of the unit commander.*

6.2. Flight Evaluation Folders (FEF) . The AF Form 8, Certificate of Aircrew Qualification. The AF Form 8 is to record and certify an individual's qualification. Maintain a complete history of the AF Forms 8 in the individual's Flight Evaluation Folder (FEF). See Attachment 3 for details on how to maintain the FEF.

6.3. Flight Crew Information File (FCIF) :

6.3.1. Units will establish and maintain a FCIF Functional Publications Library IAW MAJCOM directives. All publications in the library will be complete.

6.3.1. (AMC) *Information published in the FCIF is approved and signed by OG/OGV or designated representative. Use the FCIF/FCB volume I as notification and receipt of individual flight manuals (AFI 11-215/AMC Supplement 1). The files will be readily accessible to the flight crew.*

6.3.2. Units will establish and maintain a table of contents for the FCIF Functional Publication Library containing, as a minimum, a listing of basic publications number and short title. Publication dates, supplements and changes are not required.

6.3.2. (AMC) *Maintain File Currency. As publications are rescinded or superseded, the unit maintaining the FCIF removes or replaces the applicable publication.*

6.3.3. The FCIF will consist of a minimum of four volumes. If the contents of any volume exceed the capacity of its binder, use an additional binder and identify the first and subsequent binders by a letter sequence (**EXAMPLE:** IIIA, IIIB). Label binders on the spine indicating Volume and title as follows:

VOLUME	TITLE
VOLUME I	Current Read File
VOLUME II	Publications—Air Force Directives

VOLUME	TITLE
VOLUME III	Publications—MAJCOM/NAF/Local Directives
VOLUME IV	Flight Manuals/ Checklists/ Aircrew Aids/Technical Orders
VOLUME V	Flight Safety Information (optional)

6.3.4. Squadrons with both flight and mission crews may use separate sections in Volume I for mission crewmembers. In addition, these squadrons are exempt from the requirement to maintain mission crew-member checklists and aircrew aids in the FCIF volumes.

6.3.5. MAJCOMs may waive volumes II-V requirements for special training units (e.g. Red Flag).

6.3.6. FCIF messages transmitted from major commands to ANG units need to be previously coordinated with ANGRC/DO. MAJCOMs will fax a copy of the FCIF message to ANGRC/DOV for coordination prior to transmitting the message to ANG units. If the FCIF is determined to be applicable to ANG units, the message can be sent directly from the MAJCOM to ANG units with the following statement. "This guidance has been coordinated with ANGRC/DO and is applicable to ANG units. ANGRC/DO point of contact is (action officer's grade, name, office symbol, and DSN)." Messages that are not previously coordinated with ANGRC/DO and do not contain the above statement are not applicable to ANG units.

6.3.6.1. *(ADDED)(AMC) FCIF Information Process. AMC will maintain an address information group (AIG) for all operators MDS aircraft designated MCOPR (lead-command, table 2.1). AMC will act as the focal point for mobility aircraft FCIF-type information and coordinates (within time constraints) information with user-command staff. FCIF message will specific duration and MAJCOM applicability.*

6.3.6.2. *(ADDED)(AMC) FCIF Status Process. On a quarterly basis, AMC publish a list of appropriate (outstanding or rescinded) FCIFs and cross flow the information to units and user-commands (normally accomplished in newsletter format).*

6.3.6.3. *(ADDED)(AMC) Units should prepare to support deployed forces with appropriated FCIF information. Units develop a deployment plan to successfully transfer or build a duplicate process to successfully (timely) provide FCIF information to aircrews supporting deployed operational missions, i.e., tanker task force, staging, red flag, etc. Paragraph 6.3.5. applies.*

6.3.7. *(ADDED)(AMC) Volume I:*

6.3.7.1. Part A—Form 446, Flight Crew Information File . *OG/OGV should use the AMC Form 446 to highlight new or revised material in volumes I through V, as well as higher HQ directed messages, guidance concerning safety, operations, etc. OG/OGV will determine when temporary materials will be removed from the FCIF. Maintain information as directed or a minimum of 180 days unless the information is incorporated in part C of the FCB or incorporated in appropriate aircrew directives.*

6.3.7.2. Part B—FCIF Index . *The wing or group stan/eval office completes the FCIF index in January for each subordinate unit. Type the preparation date in the upper right-hand corner of the index. Publications included in the FCIF by subordinate units are added to the FCIF index by the unit. Wing publications not required in a subordinate unit's FCIF will be lined out on the subordinate unit's copy of the FCIF index.*

6.3.7.3. Part C—FCB . *FCIF items held-over for an extended period. Use the FCB as a tool to provide aircrews immediate access to current information.*

6.3.7.3.1. *OG/OGV manage the FCB process to ensure vital information, not otherwise available to aircrews, is published and updated. The FCB provides aircrews with FCIF information as a general knowledge reference tool and ensures current information is available to aircrews away from home station. Publish FCBs quarterly beginning January of each year. Host active duty FCBs are applicable to their reserve associate squadrons.*

6.3.7.3.2. *As a minimum, the FCB should contain all outstanding (exceeding the units quarterly review) FCIFs. Consolidate FCB items during each quarterly review.*

6.3.7.3.3. *Distribute FCBs as follows:*

- *Copy to interested staff agencies, subordinate units and other units or personnel as required*
- *Include the latest copy in the FCIF.*
- *Include one copy in each unit mission kit.*
- *Units determine internal requirements (i.e. copy to all aircraft commanders, instructors, etc.).*
- *One copy each to NAF/DOV and HQ AMC/DOTV.*

6.3.7.3.4. *Publish FCBs in the recommended format shown in figure 6-1. The FCB is signed by the chief, OGV and approved by the OG/CC or equivalent. A consolidated subject index may be used instead of the index shown in figure 6-1. All items in the FCB cite the authority for inclusion, for example: Auth: HQ AMC/DOTV 092230Z JUL 95 message FCIF 95-09-11.*

6.3.7.4. Part D—Theater Specific Information .

6.3.8. (ADDED)(AMC) *Volume II. As a minimum, include the following publications and appropriate AMC Supplements; AFD 11-2, AFI 11-206, AFI 11-209, AFI 11-215, AFI 11-301, AFD 11-4, AFI 11-401, AFI 11-408, AFI 13-207, AFM 11-217, and AMCI 11-301.*

6.3.9. (ADDED)(AMC) *Volume III. Appropriate AMC/MCI 11-2XX series: Operational Procedures, AFH 11-203, Weather for Aircrews, Flight Planning, Training, PAX/Cargo Handling, Refueling, Ground Servicing, Safety, Security, MEL/MESL, PNAF, etc. as determined by the OG/CC in support of the units' missions.*

6.3.10. (ADDED)(AMC) *AMC Form 396, **FCIF Currency Record**. Use to document aircrew member review of applicable FCIFs (AMC Form 446). The unit aircrew stan/eval office will prepare an AMC Form 396, (FCIF Currency Record) for each assigned and attached aircrew member. Maintain the form until full and then replaced. At the beginning of each year add the new year before first FCIF entry. Update AMC Form 396 if new material has been added since last review. Crewmembers enter the index number for the last item, initial, and date the AMC Form 396.*

6.4. Go/No-Go Procedures . (MAJCOM specific and approved program.) *Units will establish a positive control system that ensures crewmember have met all requirements prior to flight.*

6.4.1. (ADDED)(AMC) *Units will detail procedures in chapter 7. Use AMC Form 396 to certify aircraft commander review of the units' airfield threat or security evaluation for overseas missions according to AMCR 55-37, chapter 2.*

6.4.2. (ADDED)(AMC) *For aircraft commanders, initialing the AMC Form 396 certifies review of the unit classified airfield threat security evaluation file or a face-to-face intelligence briefing for planned*

overseas missions. If no new material has been added to volume I since the last review, the aircraft commander will leave the "FCIF NO." column blank. Complete the "DATE" and "INIT" columns to indicate receiving an intelligence update. AMC units collocated with other AMC agencies (such as operations centers) may use the classified airfield threat security evaluation file of that unit, providing local procedures are established to certify review of this file. Aircraft commander en route currency is according to AMCR 55-37.

6.4.3. (ADDED)(AMC) Crewmembers authorized to join a mission en route may participate as primary crewmembers if they receive an FCIF update from a qualified and current aircrew member on that mission, preferably a counterpart. Brief applicable FCIF items before flight. Instructor pilots who fly with general officers will brief appropriate FCIF items.

6.4.4. (ADDED)(AMC) For departures from home station or from an operating location requiring an FCIF, individuals scheduled to participate as a primary crewmember or as a flight examiner who are not assigned or attached to the unit or collocated unit operating the mission will certify review of the FCIF, volumes I, by placing the last FCIF number and their initials behind their name on the record copy of the flight authorization or their ACM orders. Aircraft commander (or designated representative) will brief ACMs not participating as primary crewmembers on applicable FCIF and airfield threat and security items before flight. Medical ACMs will be briefed by a medical crewmember.

Figure 6-1. (ADDED)(AMC) Flight Crew Bulletin (Example) 1 of 3.

1 Jul 95

MEMORANDUM FORXX OG/CC

FLIGHT CREWMEMBERS

IN TURN

FROM: XXX/OGV

SUBJECT: Flight Crew Bulletin (FCB) Update--Apr - Jun 95

1. The FCB is published quarterly beginning January of each year. The update (attachment 1) consolidates

all current FCIF items from the last quarter.

2. Aircrews refer to the latest FCB during local and overseas missions. POC is Maj XXXX, ext. 6-XXXX

RECOMMENDATION: Approve FCB update for the quarter.

JOHN M. DOE, Lt Col, USAF

Chief, Aircrew Stan/Eval

Attachment:

FCB - Apr - Jun 95

1st Ind, XXOG/CC

APPROVAL YES / NO

2 Jul 95

JIM X. MURRAY, Col, USAF

Commander, XX Operations Group

Figure 6-1. (ADDED)(AMC) Flight Crew Bulletin (Example) 2 of 3.

1 Jul 95

Flight Crew Bulletin (FCB) Apr - Jun 95**INDEX**

FCIF ID# (Paragraph or Page, as required)	Subject
1	Flying Safety Meeting Minutes
2	Army Communication Trailer

*Figure 6-1. (ADDED)(AMC) Flight Crew Bulletin (Example) 3 of 3.*Crew Position ID#Subject: Supporting Text

Aircraft

ALL 1. Flying Safety Meeting Minutes: Aircrew members who do not attend a monthly safety meeting must read their squadron's safety meeting minutes for that month. (436

AW/SE)

PILOTS 2. Army Communication Trailer: The Army Communications Trailer (V398/MSA-34)

LMS FSN 2330-00-157-3135, total weight 30,860 lbs, 560 inches long, 96 inches wide and 106

C-141 inches high, was recently test loaded aboard a C-141 aircraft in conjunction with its airlift.

Because of the trailer's critical dimensions, any future loading/airlift on a C-141 will not be attempted. All requests for loading shall be referred to HQ AMC/DOTA for action.

AUTH: HQ AMC/DOT 052230Z Jun 95 message FCIF# 95-06-03)

7. Local Procedures Supplement : NOTE: This supplement will be distributed to MAJCOM/NAF OPRs, as applicable. This supplement should not duplicate and will not be less restrictive than the provisions of this or any other publication without prior authorization from the appropriate MAJCOM/NAF OPR. Specific items should include, but need not be limited to, the following:

7.1. Purpose.

7.2. Applicability.

7.3. Recommended Changes.

7.4. Stan/Eval Organization/Manning:

7.4.1. Detailed local internal organization, if required.

7.4.2. Manning (will only be addressed by units authorized by this instruction to set manning standards).

7.4.3. Flight examiner upgrade procedures and program.

7.5. Control of Evaluations:

7.5.1. Units may select the following method to identify procedures for the completion and processing of AF Forms 8: Use the examples contained in this instruction.

7.5.2. Additional training follow-up.

7.5.3. No-notice evaluation program and goals.

7.5.3. (AMC) *Publish target completion percentage.*

7.6. Conduct of Evaluations:

7.6.1. Documentation.

7.6.2. Flight evaluations.

7.6.3. EPE/ATD evaluations.

7.6.4. Formal course student evaluations (if applicable).

7.6.5. Evaluation profiles (if applicable).

7.7. Stan/Eval Board .

7.8. Unit Testing Program :

7.8.1. Open-Book question sources.

7.8.2. Closed-Book question sources (for other than MQF).

7.8.3. Periodic testing program.

7.9. Supplementary Evaluation Program. As required.

7.10. Aircrew Flight Manuals Program:

7.10.1. Control and distribution.

7.10.2. AF Form 847 program.

7.10.3. Annual review.

7.11. Squadron/Detachment/Flight Program: (Single-squadron units may include the following items where appropriate in paragraphs 7.1 through 7.11.)

7.11.1. Flight evaluation folders (FEF).

7.11.2. Flight publications/AF Forms 847.

7.11.3. FCIF.

7.11.4. Go/No Go procedures.

7.11.5. Completion/documentation of flight evaluation requisites.

7.11.6. AF Form 8 routing and filing to include Reviewing and Approving officials.

Attachment 1

GLOSSARY OF ABBREVIATIONS, ACRONYMS, AND TERMS

Abbreviations and Acronyms

ACC—Air Combat Command

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFMC—Air Force Material Command

AFORMS—Air Force Operations Resource Management

AFPD—Air Force Policy Directive

AFR—Air Force Regulation

AFRES—Air Force Reserves

AFSOC—Air Force Special Operations Command

AFSPC—Air Force Space Command

AGR—Air Guard/Reserve

AMC—Air Mobility Command

ANG—Air National Guard

ANGRC—Air National Guard Readiness Center

ARC—Air Reserve Component

ART—Air Reserve Technician

AT—Air Technician

ATD—Aircrew Training Device

CAPs—Critical Action Procedures

CC—Commander

CCTS—Combat Crew Training Squadron

DO—Director of Operations

DOTV—Director of Operations Training Standardization/Evaluation

DOV—Standardization/Evaluation

EP—Emergency Procedures

EPE—Emergency Procedures Evaluation

FCIF—Flight Crew Information File

FEF—Flight Evaluation Folder

FLT—Flight

FRF—Flight Record Folder
FTU—Formal Training Unit
HQ—Headquarters
HHQ—Higher Headquarters
INTL—Initial
INSTM—Instrument
INSTR—Instructor
IRC—Instrument Refresher Course
MAJCOM—Major Command
MCOPR—Major Command Office Of Primary Responsibility
MC—Multicommand
MCR—Multicommand Regulation
MCI—(AMC) Multicommand Instruction
MDS—Mission Design Series
MQF—Master Question File
MR—Mission Ready
MSN—Mission
N/A—Not Available/Applicable
NAF—Numbered Air Force
NGB—(AMC) National Guard Bureau
N/N—No-Notice
OCR—Office Of Collateral Responsibility
OG—Operations Group
OGV—Operations Group Standardization/Evaluation
OPR—Office Of Primary Responsibility
PACAF—Pacific Air Forces
PCS—Permanent Change of Station
QUAL—Qualification
Q—Qualified
SAF/AAIP—Secretary Of The Air Force/Publishing
SAV—Staff Assistance Visit
SEB—Standardization Evaluation Board

SELO—Standardization Evaluation Liaison Officer

SIM—Simulator

SQ—Squadron

SQB—Secure Question Bank

SSAN—Social Security Number

STAN/EVAL—Standardization/Evaluation

TDY—Temporary Duty

U—Unqualified

UMD—Unit Manpower Document

US—United States

USAF—United States Air Force

USAFA—United States Air Force Academy

USAFE—United States Air Forces In Europe

Terms

Additional Training—Any training recommended by a flight examiner to eliminate deficiencies identified during an evaluation that is completed by the due date. This training may include self-study, briefing, simulator or flying. Self-study must include a subsequent demonstration of satisfactory knowledge or proficiency to a flight examiner, supervisor, or instructor to qualify as additional training.

Aircrew Training Device (ATD)—A training platform suitable to conduct evaluations.

Air Reserve Component (ARC)—All units, organizations, and members of the Air National Guard (ANG) of the United States and the United States Air Force Reserve (USAFR) (10 U.S.C. 261).

Air Reserve Technician (ART)—A civilian employee of the USAFR who provides permanent party support to a USAFR unit and occupies a USAFR UMD military position in the unit comparable to his or her civilian position.

Air Technician (AT)—A civilian employee of the Air National Guard (ANG) who provides permanent party support to an ANG unit and occupies an ANG unit manning document military position in the unit comparable to his or her civilian position.

(ADDED)(AMC)—Category I Route—*Any route that does not meet the requirements of a Category II route, including tactical navigation and overwater routes.*

(ADDED)(AMC) Category II Route.—*Any route on which the position of the aircraft can be accurately determined by the overhead crossing of a radio aid (NDB, VOR, TACAN) at least once each hour with positive course guidance between such radio aids.*

Combat Crew Training Squadron (CCTS)/Formal Training Unit (FTU)—A unit with a primary mission to train aircrew personnel according to approved syllabi.

Eligibility Period—Eligibility period is the 6-month period prior to the expiration date of an evaluation.

Emergency Procedure Evaluation (EPE)—A flight, aircrew training device or verbal evaluation used

to evaluate Bold Face/Critical Action Procedures (CAPs), emergency procedures and systems knowledge.

Evaluation:—Procedure to determine the effectiveness of the performance of an instructional product or process in order to ascertain specific causes for the effectiveness or lack of it, and to make decisions appropriate to the extent of the effectiveness. Evaluation of formal courses includes field evaluation and internal evaluation.

—The review and analysis of qualitative or quantitative data obtained from design review, hardware inspection, testing, or operational use of equipment. See also Joint Pub 1-02.

Flight Crew Information File (FCIF)—A collection of publications and material determined by the MAJCOM and unit as necessary for day-to-day operations.

(ADDED)(AMC) Flight Crew Bulletin (FCB)—Vital operational information held for an extended time in volume I of the FCIF.

Flight Evaluation Folder (FEF)—The record containing the basic documents showing the history of each aircrew member's flying qualifications.

Flight Examiner—A crewmember designated to perform evaluation duties as specified by this instruction. Flight examiners must be current and qualified in the events they evaluate (exception: SPOT Evaluations).

(ADDED)(AMC) Flight Examiner—*EXCEPTION: NAF/CCs need not be current or qualified to give a SPOT or N/N Eval in aircraft other than their primary.*

(ADDED)(AMC) Higher Headquarters—*Numbered Air Forces and above.*

Initial Flight Evaluation—The first evaluation of any type for a crew position in an MDS (e.g., Intl Qual/Instm, Intl Msn, Intl Instr).

MAJCOM OPR (MCOPR)—The organization responsible for the coordination of activities.

Master Question File (MQF)—Questions used to construct written exams. Crewmembers have access to MQFs.

Office of Primary Responsibility (OPR)—Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program, or problem.

Operations Group Commander (OG/CC) (ANG/AFRES)—ANG/AFRES may use Air Operations Officer/Operations and Training Officer, if appropriate, when Ops Group Commander (OG/CC) is referenced.

(ADDED)(AMC)—Prime Nuclear Airlift Force (PNAF)—*Nuclear airlift qualified aircrews assigned to accomplish peacetime nuclear airlift missions.*

Pyramid Evaluation—(MAJCOM specific and approved program.) Senior flight examiners at a given level of DOV/OV will normally receive flight evaluations from the next higher level of DOV.

(ADDED)(AMC) Pyramid Evaluation Program—*AMC and AMC-gained ARC units will use the pyramid evaluations' process. NAF/DOV is the top of the pyramid and waiver authority for pyramid evaluations. For aeromedical evacuation (AE) units HQ AMC/SGX is the top of the pyramid. One individual crewmember per crew position at each level of stan/eval (including squadron or detachment) will be designated as the senior flight examiner for pyramid evaluation purposes.*

Requisites—Requirements such as exams, EPEs, BOLD FACE/CAPs, etc., that have to be accomplished

before an evaluation is considered complete.

Recheck—A subsequent evaluation caused by an unqualified evaluation.

(ADDED)(AMC) Review and Certification Board (R&C)—*A board convened by the commander to certify aircrew members after upgrades, review adequacy of training, and consider administrative downgrade actions for cause.*

Secure Question Bank (SQB)—Questions used to construct open-book written exams. Do not give crewmembers access to the SQB.

Spot Evaluations—An evaluation not normally used to satisfy the requirements of a recurring evaluation.

Squadron Supervisor—Any of the following: squadron commander, operations officer, assistant operations officer, flight commander or person specifically designated by the squadron commander.

Stan/Eval Board (SEB)—A forum convened at the unit level to review and resolve aircrew-related issues.

(AMC) Stan/Eval Board (SEB)—*A unit board normally convened on a quarterly basis (calendar year cycle) to provide a forum for review and resolution of aircrew standardization, evaluation, and qualification issues and provide feedback to the appropriate NAF on aircrew trend information, no-notice accomplishment rates, and special interest area findings.*

Stan/Eval Function—An organization at appropriate echelons of command, that accomplishes the objectives of this instruction.

Stan/Eval Liaison Officer (SELO)—An individual (officer or enlisted) tasked to perform squadron stan/eval administrative duties.

Student Crewmember—A crewmember enrolled in a formal course or training under a MAJCOM approved syllabus.

Supervised Status—The status of a crewmember who must fly under the supervision of a qualified instructor qualified to instruct in that specific aircrew position. For fighter type aircraft, supervised status includes flying under the supervision of a squadron supervisor.

Supplementary Evaluation Program—An evaluation of unit activities (i.e. IRC, Life Support, Aero Club). Stan/Eval functions may supplement the data collected from flight evaluations with additional evaluations of appropriate unit activities.

Trend Program—Analysis designed to identify areas requiring attention, monitoring or correction.

Unit—A center, Ops Group (or ARC equivalent), squadron or detachment that is required to establish a stan/eval function.

(AMC) Unit—*Usually used to mean operations group in this supplement.*

Attachment 2

STAN/EVAL BOARD MINUTES

NOTE: The information below is an example of the minimum information a board should address.

MEMORANDUM FOR (SEE DISTRIBUTION) (AMC) *Include appropriate NAF/DOV.*

FROM: (Unit's complete address)

SUBJECT: Stan/Eval Board Minutes (AMC) *Include reporting period.*

1. Personnel Attending: (name and organization)

2. Summary:

a. Manning. (Enter any manning problems discussed or deviations from authorized manning.)

b. Summary:

(1) **Evaluations.** (AMC) *Break out data to include aircraft type(s)*

Report EPEs, Flight, and ATD evaluations by crew position and type of evaluation (INSTM (as required), QUAL, and MSN). Include no-notice and initial instructor evaluations when applicable. Show qualification levels, sub levels, and rates (Rate = # given divided by total given).

(a) Q-1s

(b) Q-2s

(c) Q-3s

(d) Total evaluations for each crew position

(2) **Trends.** Identify new, continuing and resolved trends. Where necessary, report corrective action as OPEN/CLOSED, the OPR(s) and any suspense date.

(3) **No-Notice.** Report progress toward achievement of no-notice requirements, if applicable. (AMC) *AMC and AMC-gained ARC units will report their inflight N/N program progress to the appropriate NAF on a quarterly (Jan, Apr, Jul, and Oct) basis. Use the format below:*

Unit Goal = XX% XXX -- Total Qualified Crewmembers

XX Total N/N Evals this quarter

XX Total N/N Evals this year

XX Completion Rate (Rate = total N/N evals this year divided by total qualified crewmembers)

N/N Special Interest. *Specify area and positive or negative findings.*

c. **Aircrew Flight Publications Program.** Review open AF Forms 847.

d. **Supplementary Evaluation Program.** Report results of evaluations conducted .

3. Old Business. Enter the disposition of any items left open at the last Board meeting. If final action was taken on an item during the quarter, state the action taken and then close the item if closure is approved by the Board Chairman. If an item remains open, list the action taken since the last Board.

4. New Business. Enter all new business discussed during the Board. The new business items are those included on the published agenda along with any unplanned items discussed.
5. Other. This is an optional paragraph that can be used as necessary.
6. Problems Requiring Higher Headquarters Assistance. Enter problems that, based on Board resolution, require higher headquarters assistance. The assistance may be in any form (for example, staff assistance visit requests, clarification of directives, change of directives, and so forth).

(SIGNATURE BLOCK)

Attachments:

1. Board Agenda
2. Flight Examiner Roster Reviewed
3. As Required

Attachment 3

INSTRUCTIONS FOR USING AND MAINTAINING THE FLIGHT EVALUATION FOLDERS (FEF)

A3.1. The FEF contains source documents that provide history of each crewmember's flying qualification. Each aircrew member who is on flying status, according to AFI 11-401, must have an FEF, except for flight surgeons. For personnel in inactive flying status, file the FEF with their flight record folder (FRF). The FEF must include all of the crewmember's AF Forms 8, **Certificates of Aircrew Qualification** (figures A3.1, A3.2, and A3.3); an AF Forms 942, **Record of Evaluation**; (figure A3.4.) and additional MAJCOM specified items. The FEF must be maintained by the organization to which the individual is assigned or attached for flying. If the organizational structure is such that a single folder cannot be efficiently used, commands may use more than one folder for each individual (for example, evaluation, training, and flight management; the cover of the additional folders must show the appropriate function). Before individual's permanent change of station (PCS), return all documents to a single FEF. Individuals assigned or attached to other than US Air Force units may use the appropriate format of the service to which attached.

A3.1. 3.1. (AMC) *Higher headquarters and NAF flight personnel will maintain at the appropriate headquarters agency.*

A3.2. Contents of FEF. Divide the FEF into two sections:

A3.2.1. Section I (Left Side). AF Forms 942 and MAJCOM required items in this section. AF Forms 942 should be on top of this section, in reverse chronological order (most recent first). Record pertinent information extracted from AF Forms 8 on AF Form 942 and make it a permanent part of the folder. Use each AF Form 942 until it is filled. Place additional AF Forms 942 on top. If the FEF is not maintained at the same base with the individual's flight record, a copy of the most recent AF Form 1042, **Medical Recommendation for Flying Special Operational Duty**, and AF Form 702, **Individual Physiological Training Record**, may be filed in this section. If used place AF Form 1381, memos for record or qualification/authorizations in this section.

A3.2.1. (AMC) *See Figure A3.1. Under the AF Form 942, maintain the following tabs, as required. Use AMC Form 457, **Flight Evaluation Folder Tabs**. Units must clearly establish procedures for maintain information in the FEF or individuals flight record (e.g. AF Form 1042) in chapter 7.*

TAB 1--Special Mission Qualification and Certifications. Under the AF Form 1381, USAF Certificate of Aircrew Training, maintain basic source documents to provide a current history of each individual's flying qualification and certification according to MCI 10-202, volume 1 (paragraph A3.6. applies). Include all certifications and special mission qualifications not annotated on AF Form 8, i.e. formation lead, SIOP certification, flight examiner, initial cadre, nuclear, and tactical qualifications, etc. NOTE: Keep the most recent document indicating the individual's special qualification. However, when qualification is rescinded, annotate the document to reflect the effective date of rescission and maintain for 2 years. Remove obsolete documents during annual review. Do not replicate the AF Form 1381 for the purpose of adding a required entries.

*TAB 2--Training Summary, Waivers, and Miscellaneous Information. Under MC Form 46, **Summary Close-Out Report**, file waivers in chronological order with the most recent on top. Maintain waivers in excess of 2 years for the effective period of the waiver. File applicable misc. information (i.e. AF Form 1042 and AF form 702, etc.) in this tab.*

A3.2.1.1. A one-line entry is used for all evaluations with the exception of those on which a portion of a combined evaluation was QUAL level 2 or 3.

A3.2.1.2. Appropriate qualification levels (1, 2, or 3) will be entered.

A3.2.1.3. A one-line entry is required for each MAJCOM/organizational unit change at the wing or group level to which the individual is assigned or attached for flying.

A3.2.1.4. *(ADDED)(AMC) Do not replicate AF Form 942 for the purpose of adding a required entry. The individual's AF Form 942 will be annotated separately for each change, and retained as an original document. If a computer-generated 942 has been used in an individual's record (original record is not recoverable), leave it in place, but make all further entries on that form (it is now the original document).*

A3.2.1.5. *(ADDED)(AMC) For mission evaluations, in parenthesis, enter an abbreviation of the mission evaluation received in the "Type Evaluation" column, e.g. MSN (Airdrop) or MSN (Cargo), etc.*

A3.2.2. Section II (Right Side), Qualification History. This section contains AF Forms 8 and attachments for all evaluations for the type or types aircraft in which qualification is or was maintained. Maintain copies of AF Forms 8 and attachments for all evaluations listed on the AF Form 942. Additional copies may be filed with other unit agencies for evaluation program management. File AF Forms 8 in chronological order with the most recent on top. Maintain all AF Forms 8.

A3.2.2. *(AMC) Units may insert an appropriate cover sheet to identify AF Form 8 previously reviewed by MAJCOM or NAF level ASEV team.*

A3.3. Description of Folders. Locally construct FEFs. Folders must be letter size and constructed of heavy stock. Recommend press board folder or equivalent. Standard 2 3/4-inch metal fasteners may be used. Affix a label bearing the individual's name and SSN to the inside back cover so that the folder may be identified when filed. Include additional information on the label if required.

A3.4. Annual Review of FEF. As a minimum, review each FEF annually. Remove obsolete items and document discrepancies as required. The unit will review FEF for all newly assigned personnel. FEF will be reviewed for currency whenever an AF Form 8 is filed. An annual review for personnel in inactive status is not required. Disposition of the aircrew FEF in accordance with AFR 4-20, volume 2, tables 60-5, rule 31-35, and this instruction. Outdated certification letters, AFORMS products, medical recommendations, memo for record, and miscellaneous documentation identified during annual review will be disposed in accordance with AFR 4-20, volume 2, table 60-3, rules 34-37, and this instruction. Document annual review with a one line entry on the AF Form 942. Document discrepancies found with a permanent Memo for Record filled in section II in chronological order.

A3.5. Transfer of FEF. When custody of the FEF is transferred to a new unit or base:

A3.5.1. Retention of Records. Retain all records in the folder until reviewed by the gaining unit. After review, return those forms not retained in the folder to the individual.

A3.5.2. Formal Training Graduates. For formal training school graduates reporting directly to an overseas command for a short tour, retain formal training school Records for transfer to the subsequent gaining unit.

A3.5.3. PCS of Individual. Crewmembers will normally hand carry their FEF to the gaining organization. When circumstances prevent this, the losing organization will mail the folder to the gaining unit. Mail any flight evaluation records not included in the folder at time of transfer to the gaining organization

with clear identification of the individual concerned. When mailing an FEF or any of its contents, retain a copy until the gaining organization has received the original FEF.

A3.6. Qualifications/Authorizations. A certified AFORMS product or a letter of certification signed by the official authorized to approve AF Forms 8 or other appropriate authority, designated in writing, may be used to indicate special qualifications/authorizations as required.

A3.7. Flight evaluation folders are not required for flight surgeons.

Figure A3.1. (ADDED)(AMC) FEF Format

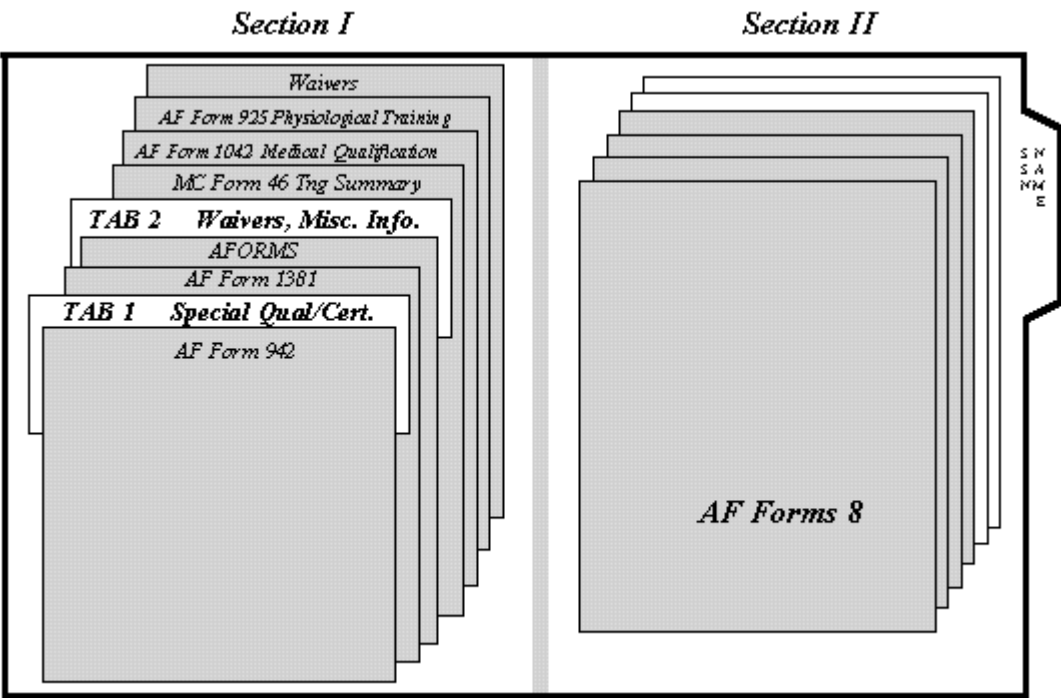


Figure A3.1. Instrument/Qualification/Mission (Example 1, Front).

CERTIFICATE OF AIRCREW QUALIFICATION		DATE COMPLETED
		22 Sep 92
I. EXAMINEE IDENTIFICATION		
NAME (Last, First, Middle Initial)	GRADE	SSAN
Doe, John F.	Capt	263-53-6159
ORGANIZATION AND LOCATION	ACFT/CREW POSITION	ELIGIBILITY PERIOD
93 BS, Barksdale AFB LA	B-52H/IP	Apr - Sep 92
II. QUALIFICATION		
GROUND PHASE		FLIGHT PHASE

EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE		
Closed-Book	1 May 92	97/Q	INSTM/QUAL/MSN	22 Sep 92		
Open-Book	1 May 92	98				
EPE	9 Jun 92	1				
IRC	27 Jul 92	100				
QUALIFICATION LEVEL		RESTRICTION (Explain in Comments) YES _ NO	ADDITIONAL TRAINING			
QUALIFIED	UNQUALIFIED		DUE DATES			
1			N/A			
EXPIRATION DATE OF QUALIFICATION Feb 94			DATE ADDITIONAL TRAINING COMPLETED N/A			
COMMENTS (If more space is needed, continue on reverse) EXAMINER'S REMARKS: A. Mission Description. The examinee led a two-ship mission with air refueling on AR 109, cell breakup after AR. Low level was accomplished at IR-429. This was followed by an ILS, overhead pattern, simulated six-engine approach, and landing. B. Discrepancies. NONE.						
III. CERTIFICATION						
TYPE NAME AND GRADE	ORGANIZATION	CHECK			SIGNATURE	DATE
		C O N C U R	C D O N C N U O R T	R E M A R K S		
1 FLIGHT EXAMINER John B. Tripp, Capt	319 OGV			X		
2 REVIEWING OFFICER John M. Sanchez, Maj	319 OG	X				

3	FINAL APPROVING OFFICER Mark B. Martin, Col	523 FS/CC	X			
CERTIFY that I have been briefed and understand the action being taken this date						
DATE		TYPED NAME AND GRADE OF EXAMINEE JOHN F. DOE, Capt		SIGNATURE		

FORM 8 (CG)

AF_{MAY 85}**Figure A3.2. Instrument/Qualification/Mission (Example 2, Front).**

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED 15 Feb 94	
I. EXAMINEE IDENTIFICATION					
NAME (Last, First, Middle Initial) Doe, John F.			GRADE Capt		SSAN 263-53-6159
ORGANIZATION AND LOCATION 93 BS, Barksdale AFB LA			ACFT/CREW POSITION B-52H/IP		ELIGIBILITY PERIOD Sep 93 - Feb 94
II. QUALIFICATION					
GROUND PHASE			FLIGHT PHASE		
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK	DATE	
Closed-Book	28 Dec 93	97/U/Q	INSTM/QUAL/MSN	15 Feb 94	
Open-Book	28 Dec 93	80/98			
EPE	10 Jan 94	3/1			
IRC	21 Dec 93	100			
QUALIFICATION LEVEL		RESTRICTION (Explain in	ADDITIONAL TRAINING		
QUALIFIED	UNQUALIFIED		DUE DATES		

<u>INST/MSN</u> 1	QUAL 3	Comments) <u>X</u> YES ___ NO	EPE 16 Feb 94 FLT 15 Apr 94			
EXPIRATION DATE OF QUALIFICATION INSTM/MSN-Jul 95 / QUAL - N/A		DATE ADDITIONAL TRAINING COMPLETED EPE 9 Jan 94, FLT 13 Mar 94				
COMMENTS (If more space is needed, continue on reverse)						
RESTRICTIONS: A. SUPERVISED STATUS until a successful QUAL recheck has been accomplished. B. Must not perform instructor duties until a successful QUAL recheck has been accomplished.						
III. CERTIFICATION						
TYPE NAME AND GRADE	ORGANIZATION	CHECK			SIGNATURE	DATE
		C O N C U R	C D O N C N U O R T	R E M A R K S		
1 FLIGHT EXAMINER Carl T. Hammer, Capt	319 OGV			X		
2 REVIEWING OFFICER John M. Sanchez, Maj	319 OG	X				
3 FINAL APPROVING OFFICER Mark B. Martin, Col	523 FS/CC	X				
CERTIFY that I have been briefed and understand the action being taken this date						
DATE	TYPED NAME AND GRADE OF EXAMINEE JOHN F. DOE, Capt			SIGNATURE		

FORM (CG)

AF 8
MAY 85

Figure A3.2. Instrument/Qualification/Mission (Example 2, Back).**Examiner's Remarks:**

A. Mission Description. This sortie was flown as scheduled with a cell/formation takeoff, air refueling on AR 107 NW, cell breakup after AR, Low level at IR-75, one high bomb run, and 1.5 hours in the pattern. Instructor abilities were evaluated throughout the flight, to include all simulated emergency procedures in the traffic pattern, TACAN, ILS, PAR and touch-and-go's.

B. Discrepancies:**1. Flight.**

Area 1. Mission Planning (Publications) -- Q- debriefed. Required annotations were missing in the T.O. 1B-52G-1-11. Annotations were corrected during the debriefing.

Area 15. Safety (CRITICAL) -- U. The flight examiner intervened during final approach to prevent an unsafe landing.

Area 11. Landings -- U. On ILS approach pilot maintained excessive final approach speed that resulted in a long landing. Landed 15 feet left of center line and had an incomplete flare that resulted in a firm landing.

Area 12. Go-Around -- U. Pilot failed to accomplish go-around and traffic pattern checklist, leaving the airbrakes at position 4.

Area 26. Equipment Operations -- Q-. Equipment malfunctions were ignored, but did not damage equipment.

2. EPE. 16 Dec 93

Area 41. Aircrew Training Devices -- U. The pilot accomplished Bold Face out of sequence during Abort procedures. Failed to deploy drag chute. During Wheel Brake System Failure the pilot failed to accomplish Step 2, body system standby pump switches to STBY.

C. Recommended Additional Training:**1. Flight.**

Must fly a minimum of two IP supervised flights emphasizing procedures and techniques for traffic pattern operations and landings. Must fly a minimum of one IP supervised flight emphasizing equipment operations with malfunctions (May be accomplished in the ATD). Flight recheck must be accomplished for Areas 15, 11, and 12.

2. EPE.

Must accomplish a minimum of two IP supervised EPEs emphasizing Abort and Wheel Brake System Failure procedures. An EPE recheck must be accomplished.

Figure A3.3. Recheck (Example 3, Front).

CERTIFICATE OF AIRCREW QUALIFICATION	DATE COMPLETED 19 Mar 94
I. EXAMINEE IDENTIFICATION	

NAME (Last, First, Middle Initial) Doe, John F.			GRADE Capt		SSAN 263-53-6159	
ORGANIZATION AND LOCATION 93 BS, Barksdale AFB LA			ACFT/CREW POSITION B-52H/IP		ELIGIBILITY PERIOD N/A	
II. QUALIFICATION						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE	
			QUAL		19 Mar 94	
QUALIFICATION LEVEL		RESTRICTION (Explain in Comments) __YE S <input checked="" type="checkbox"/> NO	ADDITIONAL TRAINING			
QUALIFIED	UNQUALIFIED		DUE DATES			
1			N/A			
EXPIRATION DATE OF QUALIFICATION Aug 95			DATE ADDITIONAL TRAINING COMPLETED N/A			
COMMENTS (If more space is needed, continue on reverse)						
EXAMINER'S REMARKS:						
A. Mission Description. This was a recheck evaluation. The examinee accomplished all pattern activity successfully.						
B. Discrepancies. NONE.						
III. CERTIFICATION						
TYPE NAME AND GRADE		ORGANIZATION		CHECK		SIGNATURE
				C O N C U R R E N T R E M A R K S		
1	FLIGHT EXAMINER ^{Ira L. Odell} Capt	319 OGV				X

2	REVIEWING OFFICER ^{John} M. Sanchez, Maj	319 OG	X				
3	FINAL APPROVING OFFICER Mark B. Martin, Col	523 FS/CC	X				
CERTIFY that I have been briefed and understand the action being taken this date							
DATE		TYPED NAME AND GRADE OF EXAM- INEE JOHN F. DOE, Capt			SIGNATURE		

FORM (CG)

AF 8
MAY 85

Figure A3.4. (ADDED)(AMC) Mission Evaluation (Example 4, Front).

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED 4 Jun 95	
I. EXAMINEE IDENTIFICATION					
NAME (Last, First, Middle Initial) Canyon, Steven F.			GRADE 1Lt		SSAN 234-56-7890
ORGANIZATION AND LOCATION 4 AS, McChord AFB WA			ACFT/CREW POSI- TION C-141B/MP		ELIGIBILITY PERIOD N/A
II. QUALIFICATION					
GROUND PHASE			FLIGHT PHASE		
EXAMINATION/ CHECK	DATE	GRADE	MISSION/CHECK		DATE
EPE	31 May 95	1	MSN		1-4 Jun 95

QUALIFICATION LEVEL		RESTRICTION (Explain in Comments)_YES "	ADDITIONAL TRAINING
QUALIFIED	UNQUALIFIED		DUE DATES
1			

NO

N/A

FORM (CG)AF⁸
MAY 85**Figure A3.5. (AMC) Qualification/Instrument/Mission Evaluation (Example 5, Front).**

CERTIFICATE OF AIRCREW QUALIFICATION				DATE COMPLETED 22 Aug 95	
I. EXAMINEE IDENTIFICATION					
NAME (Last, First, Middle Initial)			GRADE		SSAN
Stafford, John R.			2Lt		555-55-5555
ORGANIZATION AND LOCATION			ACFT/CREW POSITION		ELIGIBILITY PERIOD
344 ARS McConnell AFB KS			KC-135R/MC		N/A
II. QUALIFICATION					
GROUND PHASE			FLIGHT PHASE		
EXAMINATION/ CHECK	DATE	GRADE	MISSION/CHECK		DATE
Closed-Book	7 Aug 95	96/Q	INTL QUAL/INSTM/MSN		22 Aug 95
Open-Book	23 Jul 95	94			
IRC	25 Jul 95	95			
EPE	20 Aug 95	1			
QUALIFICATION LEVEL		RESTRICTION (Explain in	ADDITIONAL TRAINING		
QUALIFIED	UNQUALIFIED		DUE DATES		

INSTM/MSN QUAL 1 2		Com- ments) __YE S __ NO	22 Oct 95				
EXPIRATION DATE OF QUALIFICATION Jan 97			DATE ADDITIONAL TRAINING COMPLETED 26 Aug 95				
COMMENTS (If more space is needed, continue on reverse)							
Restrictions:							
A. SUPERVISED STATUS. Will demonstrate to an instructor pilot a successfully controlled landing; on speed, on centerline, and within touchdown zone.							
B. Will not perform aircraft landing until additional training complete.							
III. CERTIFICATION							
TYPE NAME AND GRADE		ORGANIZATION	CHECK			SIGNATURE	DATE
			C O N C U R	C D O N C N U O R T	R E M A R K S		
1	FLIGHT EXAMINER ^{C.M.} Sandes, Maj	55 ARS			X		
2	REVIEWING OFFICER ^{Shel-} ley R. James, Maj	344 ARS	X				
3	FINAL APPROVING OFFICER Dudley D. Wright, Lt Col	344 ARS/CC	X				
CERTIFY that I have been briefed and understand the action being taken this date							
DATE		TYPED NAME AND GRADE OF EXAM- INEE JOHN R. STAFFORD, 2Lt Lt			SIGNATURE		

FORM (CG)

AF⁸
MAY 85

Figure A3.5. (AMC) Qualification/Instrument/Mission Evaluation (Example 5, Back).

Examiner's Remarks:

A. Mission Description. Sortie consisted of night air refueling with six F-16 aircraft, mission navigation leg, and transition at Altus AFB. Mission eval included tanker air refueling with autopilot off. All requirements were complete except PAR approach; was verbally evaluated due to local equipment malfunction. Repeated difficult establishing a good landing/touchdown picture. One ILS and two VFR landings exceed Q- tolerance--did not exceed Q-3. End-of-Course examination administered IAW KC-135 Pilot Initial Qualification Course Summary Document.

B. Discrepancies.

1. Flight.

Sub-areas 11 Basic Aircraft Control. -- Q- Failed to achieve touchdown picture.

Sub-areas 16(a) 40 or 50 Degree Flap Landing -- Q- Landed repeatedly within Q- tolerances for airspeed and centerline.

C. Recommended Additional Training.

1. Flight. Must fly a minimum of two IP supervised flights emphasizing proper power, aim point, and attitude control from MDA/DH to touchdown resulting in landings on speed, on centerline, and within the touchdown zone. On the second flight must demonstrate these maneuvers without assistance.

Figure A3.4. Record of Evaluation.

RECORD OF EVALUATION							
NAME (<i>Last, First, Middle Initial</i>)						SSN _{Doe,}	
John F.		263-53-6159					
TypeAircraft	TypeofEvaluation	DateCompleted	Qualification-Level(Command)	TypeAircraft	TypeofEvaluation	DateCompleted	Qualification-Level(Command)
	-Assigned-	93 BS	(ACC)				
B-52H	INSTM/ QUALMSN	22 Sep 92	1(ACC)				
B-52H	INSTM/MSN	15 Feb 94	1(ACC)				
B-52H	QUAL	15 Mar 94	3(ACC)				
B-52H	QUAL	19 Mar 94	1(ACC)				
ANNUAL	REVIEW	16 Jul 94	(ACC)				
	-Assigned-	406 RS	(AMC)				

FORM

AF 942
MAY 78*(AMC) MC Form 51, Pilot Evaluation Form—Sample.**(ADDED)(AMC) MC Form 51, Pilot Evaluation Form—Sample.*EDWARD F. GRILLO, JR, Maj General, USAF
AMC Director of Operations